February 1983
to
JANUARY 1987
to
April 1988

BY-LAWS

GRISWOLD MEMORIAL LIBRARY

COLRAIN, MA.

ARTICLE I - Officers

Section 1. There shall be six Trustees. The officers shall be a chairperson, a secretary, and a treasurer, each to be elected annually by the Trustees from their own number.

Section 2. The chairperson of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

Section 3. The secretary of the Board shall keep a true and accurate account of all proceedings of Board meetings; shall issue notice of all regular meetings, and on authorization of the chairperson, of all special meetings; shall have custody of the minutes and other records of the Board; and shall notify the appointing body of any vacancies on the Board.

Section 4. The treasurer shall keep accurate accounts of all receipts and expenditures of such monies as may be entrusted to his care; shall sign checks on the account on the authorization of the Board; and shall report at each meeting the state of the funds. The treasurer shall be bonded according to law.

ARTICLE II - Meetings

Section 1. The Board of Trustees shall hold monthly meetings in the library, except during the months of July and August. The date and time of the meetings shall be determined annually by the Board. A quorum for the transaction of business shall consist of four members of the Board.

Section 2. The annual meeting of the Board of Trustees shall be held during the month of May, after town elections.

Section 3. Special meetings may be called by the chairperson, or upon written request of two members for the transaction of business stated in the call for the meeting.

ARTICLE II - Meetings (cont.)

Section 4. Notices of all meetings shall be mailed or telephoned by the secretary to all members of the Board a few days before each meeting.

ARTICLE III - Committees

Section 1. All committees, both standing and special, shall be appointed by the chairperson, with the approval of the Board.

Section 2. The standing committees of the Board of Trustees shall be a committee on the buildings and grounds, and a finance committee.

Section 3. The committee on buildings and grounds shall have general care of the library building and furnishings of the library, and of the grounds, also janitor services, and such details as the Board of Trustees shall entrust to it, The amount of expenditures of the building committee to be determined by the Board.

Section 4. The finance committee, with the cooperation of the librarian, shall annually draw up a budget to meet the needs and overall operation of the library.

Section 5. The special committees shall consist of a book committee, and other committees for the study and investigation of special problems, to be appointed by the chairperson, with the approval of the Board. These committees shall serve until the completion of the work for which they were appointed.

Section 6. The book committee shall consist of the librarian and an indefinite number of citizens of the community who are interested in the reviewing and selection of books and magazines for the library.

Section 7. The chairperson of the Board of Trustees shall be ex-officio member of all committees.

ARTICLE IV - Librarian

Section 1. The librarian shall be appointed for an indefinite period of service by the Board of Trustees. In case of removal from office, the librarian shall be entitled to a written notice of not less than fifteen calendar days. In case of resignation of the librarian, the Trustees

ARTICLE IV - Librarian (cont.)

shall be entitled to a written notice of thirty calendar days.

Section 2. The librarian shall, under the Board of Trustees, have general charge, management, and control of the library, and all persons employed therein; and with the approval of the Trustees appoint ad dismiss all employees of the library excepting the janitor.

Section 3. The librarian shall pay monies received as fines, damaged books, etc., to the treasurer periodically, as determined by the treasurer and the state auditor.

Section 4. The librarian shall submit an annual report in writing as of December 31st, to the Town of Colrain, and to the Board of Trustees, showing fully the operation of the library.

Section 5. The librarian shall attend all Board meetings except those at which his appointment or salary is to be discussed.

ARTICLE V - Order of Business

Section 1. The order of business at the regular meetings shall be as follows:

Minutes of the last meeting
Treasurer's report and approval of bills
Report of the librarian
Reports of Committees
Old business
New business
Adjournment

ARTICLE IV - Amendments

Section 1. These by-laws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

February 16, 1983

The February meeting was called to order at 7:25 p.m. by David Nims in the absence of the Chairman with 4 members and the Librarian present.

The Secretary's reports for October and November were read and accepted (December and January meetings were cancelled). The Treassurer's report was read and accepted with a balance of $6,542.65. The Librarian's report was read.

Velma reported that she and Hale had gotten together and worked out a budget as it had to be submitted to the Town. We have asked for the same amount as last year. The Town has contracted with Agway to supply oil to all of the town buildings so we are no longer serviced by Franklin-Ware. There is a considerable savings in the price, but we have questions as to what we will be expected to do for a service contract next year.

Mary reported that 1983 is the 75th anniversary of when the Library was given to the Town. We should all be thinking about what would be an appropriate way to celebrate this anniversary.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

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March 16, 1983

The March meeting was called to order at 7:15 p.m. with 5 members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $6,177.10. The Treasurer also reported that Franklin-Ware will not service our oil burner if we do not have an account with them.

The roof leaked again with all the rain and ruined out ceiling again that has just been repaired. David is going to call Don Schechterle to take a look at the roof.

In order to get our State Aid, we have to comply with the due process legislation; namely, to have a facility use policy, book selection policy, and contract with the Librarian. It was finally decided after much discussion to let it go and see what happens. For the little State Aid we receive, it doesn't seem worthwhile to go through all the hassle of complying.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Vivian Williams
Vivian Williams, Secretary

NOTE: THE FURNACE WAS CLEANED 2/18/83.

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NOTE: THE FURNACE WAS CLEANED 2/18/83.

April 20, 1983

The April meeting was called to order by Chairman Hale Johnson at 7:15 p.m. with 6 members and the librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $5,405.84. The librarian reported that the circulation last month was 730.

Under old business, we are still having trouble with the roof leaking and Hale and David will try to get a couple of estimates to have it repaired.

Under new business, the water line to the toilet tank leaks so the water can't be left on. Hale will handle the problem.

We have two term certificates totaling $7,000 which will mature on April 30th. After discussion, motion was made, seconded, and unanimously voted to "Reinvest the $7,000 plus $3,000 from the John Thompson Building Fund at the United Savings Bank in a 18 to 47 month certificate of deposit at 9½%, making this for a period of 4 years if possible."

Meeting adjourned at 8:00 p.m.

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Secretary

GRISWOLD MEMORIAL LIBRARY

JUNE 1983

The circulation for March was 601 our books and
122 Bookmobile
723

April circulation was 422 our books and
184 Bookmobile
606

May circulation was a little bit lower than April with 435 our booksand
164
599

It has not been as busy now that the weather has improved. One summer patron has been in with more to follow.

I have obtained summer reading materials put out by regional. The theme is READ A RAINBOW. These materials include reading certificates, bookmarks, posters, dot-to-dot game, crossword game and a word search game. I am not sure when the summer reading will be but it won't be before August.

I contacted the Polaroid Company about receiving a camera and it should be coming soon. From what I could tell this library will receive one camera.

Mary M. Schneider
Librarian.

June 15, 1983

The June meeting was called to order at 7:10 p.m. by Chairman Hale Johnson with 5 members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $3,800.75. The Librarian gave her report with thoughts for some summer activities and a change in the way she is handling overdue books and fines. It was decided to try a different system of filing and collecting fines for the summer to see how it works out.

Under old business, Hale has nothing to report on the paintings but will check up on the $1880 from the town to see if it has to be used before the end of the fiscal year in order not to lose it. He had a plumber come in and fix the leak in the bathroom and will get after David to get our leaking roof repaired as soon as possible.

As there was not new business, meeting was adjourned for the summer at 7:35 p.m.

Respectfully submitted,
Vivian A. Williams
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Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

SUMMER 1983

JUNE JULY AUGUST

Circulation for June was 397 our own
184 bookmobile
581

Circulation for July was 515 our own
147 bookmobile
662

Circulation for August was 589 our own
172 bookmobile
761

The summer has been a good one with good circulation. I was disappointed more children didn't take part in the reading but those that did had a good time.

The camera has not had much use, Beside myself only one person has taken it out.

The new vacuum cleaner is working fine. Hopefully it will last longer than the previous one. This new one is also made of plastic but from what I could see most models are coming that way.

Respectfully,

Mary M. Schneider

Librarian.

October 3, 1983

The October meeting was called to order at 7:08 p.m. by Chairman Hale Johnson with 6 members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $1,314.48. We have not yet received our July 1 appropriation from the Town. The books have been audited and found to be in good order. The Librarian's report was red.

Under old business, Hale reported the paintings are in progress. The roof has been repaired by Budrawich & Duprey for a fee of $930 which was considered a fair price, considering the amount of work they had to do. Gordon Finck has repainted the stains on the ceiling for $70.

Under new business, the Auditors suggested that we sell our First Pennsylvania stock since we are not receiving anything on it. David will check into this with Fred Magee. A motion was made and carried unanimously that Mary be paid two weeks vacation now for this year and in following years on or before her vacation.

The next meeting will be November 14th at 7:00 p.m. Meeting adjourned at 7:40 p.m.

Respectfully submitted,
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The next meeting will be November 14th at 7:00 p.m. Meeting adjourned at 7:40 p.m.

Respectfully submitted,
Vivian A. Williams
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Secretary

November 14, 1983

The November meeting was called to order at 7:30 p.m. by David Nims in the absence of the Chairman with 5 members and the Librarian present. The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $8,324.78. She also reported that the bank has discontinued carrying insurance on the contents of safe deposit boxes.

Under old business, David will report on the First Pennsylvania stock at the next meeting.

Under new business, the Librarian reported that we have a number of chairs which are in need of repair. As some of these chairs are quite valuable antiques, it was decided to get some estimates to have them repaired. David will contact Michael Looman and Mary will contact Mr. Chabot to come and give us estimates. Mary reported that Kate Douglas and Ruth Todrin have been conducting a reading group on Monday afternoons for toddlers. The children love the program and they can take a few more youngsters ages 2 to 4.

The next meeting will be on December 12th at 7:00 p.m. Meeting adjourned at 8:00 p.m.

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Vivian Williams, Secretary

December 15, 1983

A special meeting of the Trustees was held at 7:00 pm on December 15, 1983 with all six members present. It was unanimously voted to sell 53 shares of First Pennsylvania Corporation through Fred Magee and Tucker, Anthony, and R. L. Day.

Meeting adjourned at 7:15 p.m.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

January 23, 1984

The January meeting was called to order at 7:15 p.m. with five members and the Librarian present. The secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $6,862.93. The Librarian's report was read.

Under old business, David reported that we had realized a sum of $334.48 from the sale of the First Penn. stock. Hale reported that work on the paintings is still in progress. Mike Looman came and looked at our chairs, especially the Birdcage Windsors in the children's room, but we have not received his estimate yet.

Under new business, Velma has made out a budget for the coming year and submitted it to the Town Clerk, asking for basically the same as last year. A lengthy discussion was held regarding investment income and the best use of it.

Hale will contact Gordon Finck to see if he can repair the wall in the entry hall where the plaster fell off. The sidewalk out front by the street is in very bad shape and David will speak with the Selectmen about it. Motion was made and carried to purchase a $10 directory put out by Pioneer Valley Studies at Greenfield Community College. The Book Committee has turned over $62.00 profit from their fair to be used to purchase new books. Mary has received a list of holidays from the Regional Library and it was voted to observe the same ones.

A letter was read from A. Hale Johnson and Lorraine E. Johnson donating $1,000 in memory of Louise M. (Hale) Johnson to establish a memorial fund, the income from which to be used annually for the purchase of books for young people. A motion was made and carried to accept this wonderful gift with our heartfelt thanks and appreciation.

The next meeting will be held on February 13th at 7:00 p.m.

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

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Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

A. HALE JOHNSON

Franklin Hill, Colrain, Massachusetts 01340

December 21, 1983

Mrs. Mary Schneider, Librarian
Griswold Memorial Library
Colrain, Massachusetts

Dear Mrs. Schneider:

Please accept and convey to the Library Board of Trustees the enclosed check in the amount of $1,000.00 (one thousand dollars). It is given in memory of Louise M. (Hale) Johnson by her family to establish a memorial fund the income from which to be used annually for the purchase of books for young people.

In consideration of Mrs. Johnson's authorship of numerous short works and articles for juveniles and her lifelong interest in young people and education, it is suggested that selections be made with emphasis on history and nature.

This gift is made with all best wishes to the Board of Trustees and to you with thanks for your fine efforts as Librarian.

Sincerely,

A. Hale Johnson
Lorraine G. Johnson

GRISWOLD MEMORIAL LIBRARY
P. O. Box 33
Colrain, MA 01340-0033

January 29, 1984

Mr. & Mrs. A. Hale Johnson
Franklin Hill
Colrain, MA 01340

Dear Mr. and Mrs. Johnson:

The Board of Trustees of the Griswold Memorial Library accepts with gratitude and thanks your very generous gift of $1,000 in memory of Louise M. (Hale) Johnson to establish a memorial fund with the income to be used annually for the purchase of books for young people.

It is through the generosity of people like you that our Library is able to continue the same fine service to the residents of Colrain that has been done in the past.

Again, our heartfelt thanks.

Sincerely,

Susan A. Williams

Secretary for the
Board of Trustees

March 19, 1984

The March meeting was called to order at 7:20 p.m. by Chairman Hale Johnson with 4 members, a guest June Ahearn who is going to run for a position on our Board of Trustees, and the Librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $5,970.91. The Treasurer reported that she has put the $343 from the sale of the First Penn. stock in the savings account. The Librarian's report was read.

Under old business, with the $1,000 memorial gift Hale has purchased a Money Market Cert ificate #75698 from the Bank of New England Franklin County, paying an annual check to the Treasurer of $110.

On repairing the chairs, will check further into the type of finishing and stripping materials that would be used. The sidewalk is the property of the state but not their responsibility and probably the Selectmen would have to get permission for us to do anything at our expense. Bruce Cromack will repair the hole in the hallway wall and repaint it and also take a look at the door for $150.00.

Have received notification that we have again been awarded state aid.

Under new business, motion was made and carried to raise the Librarian's salary by 50¢ per hour to $4.60 effective as of March 1, 1984.

The resignation of our Treasurer of many years, Velma B. Aiken was read effective March 19, 1984. The Board of Trustees accepts with deep regret Velma's resignation after serving many years - she will be greatly missed. David Nims was voted in as our new Treasurer and will get together with Velma to transfer books and accounts.

Meeting adjourned at 8:10 p.m.

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Meeting adjourned at 8:10 p.m.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

Lewiston
Feb 27, 1984

Board of Directors:

I hereby give my resignation as trustee of the Lewiston Municipal Library. After being unable for a meeting so you'll find it in time to do it for me since

Effective 3/19/84

~~next Monday meeting~~

Respectfully

Velma R. Allen

GRISWOLD MEMORIAL LIBRARY

FEBRUARY 1984

Griswold Memorial books circulated for February were 366, Regional 170 for a total of 356.

On February 10th I attended a workshop at Regional on the Admiristration of the small public library. There were to be 4 sessions- one a month but the March was cancelled because of the weather and then the day was beautiful. It should be over in May as two sessions will be held in April.

Because of the need for two incomes in a family the children aren't coming for their story-play hour. We are hoping to have a session again soon.

Respectfully,

Mary M. Schneider

Librarian.

GRISWOLD MEMORIAL LIBRARY

MARCH 1984

The Griswold Memorial books circulated for March were a total of 453 and the bookmobile was 110 making a grand total of 563.

The discarded books are on display and some have been sold for a nominal price. There are both juvenile and adult books available. The money realized will help buy more new books.

Respectfully,

Mary M. Schneider

Librarian.

April 23, 1984

The April meeting was called to order at 7:20 p.m. with 3 members and the Librarian present. As there were not enough members present for a quorum, an informal meeting was held.

The Secretary's report was read and accepted. The Librarian's report was read.

Hale reports that Mr. Schnoor has one painting finished and the other two are partially done!!

The wall and door in the entryway have been repaired by Bruce Cromack. Now the next project is to get the roof repaired.

Adjourned at 7:50 p.m.

Respectfully submitted,
Vivian A. Williams
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Secretary

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Secretary

GRISWOLD MEMORIAL LIBRARY

APRIL 1984

The winner of the handmade Easter basket for the nearest guess of jellybeans was Christy Brown. She was very pleased and shared homemade candies and cookies with her family.

Circulation for April was 528 of Griswold books and 161 of bookmobile books.

The April meeting of the Colrain Historical Society, held as a pot luck supper at Grange Hall, was very interesting. My husband and I attended as guests. The meeting, or program, was about the early painters in the Pioneer Valley and was done by Susan Flynt of Historic Deerfield. When she came to the slide of the Chandler painting of the Griswold boys she made the comment, 'I think this is the best picture of them all." The slide was very nice and I am glad it was taken after the picture was cleaned.

The discarded books have been selling. There are still too many left but I will leave them out for a while yet. I have $16.70 in monies at this time.

Respectfully,

Mary M. Schneider

Librarian.

May 21, 1984

The meeting was called to order at 7:10 p.m. by David Nims in the absence of our Chairman with 5 members and the Librarian present. Welcomed Rosemary Stetson, the new member of our Board.

The Secretary's report was read and accepted. The Treasurer's report was read with a balance of $4,568.45. The Librarian's report was read.

New officers were elected as follows:

Chairman - A. Hale Johnson
Secretary - Vivian A. Williams
Treasurer - David Nims
Publicity - Louise O'Brien
Grounds & Building - A. Hale Johnson and David Nims

The last time our furnace was cleaned was February 18, 1983. David will call Franklin Ware about getting it done again. The Nims children will take care of the lawn again this year.

Apparently the roof is now fixed as we had no more leaks this past winter so now David will get in touch with Bruce Cromack to fix the ceiling.

Discussion was held on filling the plant boxes for the front of the building. David will donate the flowers and Kathryn will plant them after the boxes are filled with soil.

Next meeting will be June 18th. Meeting adjourned at 7:50.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

May 21, 1984

The meeting was called to order at 7:10 p.m. by David Nims in the absence of our Chairman with 5 members and the Librarian present. Welcomed Rosemary Stetson, the new member of our Board.

The Secretary's report was read and accepted. The Treasurer's report was read with a balance of $4,568.45. The Librarian's report was read.

New officers were elected as follows:

Chairman - A. Hale Johnson
Secretary - Vivian A. Williams
Treasurer - David Nims
Publicity - Louise O'Brien
Grounds & Building - A. Hale Johnson and David Nims

The last time our furnace was cleaned was February 18, 1983. David will call Franklin Ware about getting it done again. The Nims children will take care of the lawn again this year.

Apparently the roof is now fixed as we had no more leaks this past winter so now David will get in touch with Bruce Cromack to fix the ceiling.

Discussion was held on filling the plant boxes for the front of the building. David will donate the flowers and Kathryn will plant them after the boxes are filled with soil.

Next meeting will be June 18th. Meeting adjourned at 7:50.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

September 24, 1984

The meeting was called to order at 7:15 p.m. with all 6 members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $1,622.78. The Librarian reported that circulation for the past three months was June 489, July 546, and August 577.

Under old business, the paintings are finally all back and look wonderful. David will keep after Franklin Ware to come clean the furnace and keep after Bruce Cromack to fix the ceiling. Hale is going to talk with the Selectmen again about writing the State regarding our sidewalk.

Under new business, motion was made and carried to allow Gary Root to pasture his horse out back to try to keep the grass fed down.

Meeting adjourned at 8:00 p.m. Next meeting scheduled for October 15th at 7:00.

Respectfully submitted,
Vivian A. Williams
Vivian A. Willaims
Secretary

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Meeting adjourned at 8:00 p.m. Next meeting scheduled for October 15th at 7:00.

Respectfully submitted,

Vivian A. Willaims

Vivian A. Willaims
Secretary

Griswold Memorial Library
Colrain, Massachusetts
September 24, 1984

Board of Selectmen
Colrain, Massachusetts

Gentlemen:

I am writing to advise you that the restoration work on the paintings at the Griswold Memorial Library has been completed. The results are remarkable and well justify the efforts and funds expended.

The Board of Trustees wishes to thank you and the people of the Town for their interest and support towards completing this project.

Very truly yours,

_____

A. Hale Johnson
Chmn./Board of Trustees

Griswold Memorial Library

September 1984

Circulation was down for the month with only 411 books etc. circulating. Since I have been filing the bookcards under the date due the overdues are much easier to keep up with.

Inventory is coming along. The juvenile fiction has come out better than I expected it would. There is still a little juvenile non-fiction to be done and about half of the adult non-fiction. The adult fiction shouldn't be too difficult when I can get to it.

Mary M. Schneider
Librarian

October 15, 1984

The October meeting was called to order at 7:10 p.m. with 5 members and the Librarian present.

The Secretary's report was read and accepted. There was no Treasurer's report. The Librarian's report was read.

Under old business, David and Hale are still working on getting Bruce Cromack and Franklin Ware Fuel here. Hale is meeting with the Selectmen tonight after this meeting to discuss the condition of the sidewalk.

Under new business, our sign has been repainted by Herb Saunders and we are grateful to him -- it looks wonderful. We will check with Michael Browning to see if he wishes to do the snow shoveling again this coming winter.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

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Meeting adjourned at 7:30 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

GRISWOLD MEMORIAL LIBRARY

October 1984

Inventory is coming along slowly. Surprisingly enough there are only 20 juvenile fiction that are missing. The non-fiction numbers 30 missing.

I contacted Michael Browning about shoveling snow this winter at the library and he said if he wasn't available Tim Stetson would do it so between them we should manage.

The total circulation for October was 441.

Mary M. Schneider

Librarian.

November 19, 1984

The November meeting was called to order at 7:25 p.m. by David Nims in the absence of the Chairman with 5 members present. The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $9,316.14. The Librarian's report was read.

Under old business, Franklin Ware Fuel has cleaned our furnace and left a recommendation that we replace the pipe from the furnace to the chimney. Michael Browning will do the shoveling for the winter.

Under new business, motion made and carried to meet at 7:30 p.m. from now on. Next meeting will be on December 17th. Meeting adjourned at 8:45 p.m.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

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Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

December 17, 1984

The December meeting was called to order at 7:40 by Chairman Hale Johnson with all 6 members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $8,540.91. The Librarian gave a report.

Under old business, Hale reported on his meeting with the Selectmen regarding repairing the sidewalk. We have received permission from the state to do the work and the Selectmen felt this should be presented to Town Meeting with a separate article in the warrant. The hallway ceiling has been repaired by Bruce Cromack. Michael Browning has now decided he cannot do our snow shoveling and Mary has arranged for it to be done by John Conway.

Under new business, we have submitted a budget with a slight increase over last year. Mary reports we are having a problem with Root's dog next door and she will call the Dog Officer about this. The Board of Library Commissioners has advised us that they are going to deny our grant money as Mary has not met the Head Librarian requirements on time. She will write them explaining that there is only one course left that she must take and will do so the next time it is offered. Received a letter from Massamont Insurance requesting us to have our fire extinguishers checked. David will handle this with the Fire Department. We also need our permit from the Building Inspector updated and Louise will handle this with her son. A letter was received from Hospice in Franklin County thanking us for our donation in memory of Ethel Platner.

Next meeting will be January 21st. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

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Vivian A. Williams
Secretary

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Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

Hospice in Franklin County

November 15, 1984

Mr. David W. Nims
Griswold Memorial Library
P.O. Box 33
Colrain, MA. 01340

Dear Mr. Nims,

On behalf of Hospice in Franklin County, I extend our thanks to the Griswold Memorial Library for the donation in memory of Ethel Platner.

Their donation will serve future Hospice patients and their families. Griswold Memorial Library's kindness is greatly appreciated. Thank you.

Sincerely,

Ann Dunbar

Ann Dunbar
Hospice Program Manager

AD/mw

Dear Trustees,

Many thanks for the contribution to Hospice that you gave in memory of my mother.

It is a wonderful organization and we know they appreciated it too.

Sincerely
Mary & John Conway

"ALONG THE MOHAWK TRAIL"
IN THE BERKSHIRE HILLS
MASSACHUSETTS

In the Berkshire Hills, the rolling terrain and luxuriant wooded areas offer vistas of incomparable beauty. This charming house along the Mohawk Trail is surrounded by the brilliant red and gold pageant of changing foliage brought to the beautiful Berkshire Hills by the crisp days of autumn.

CARD PRODUCED BY BRIGHT OF AMERICA, 603 CHURCH ST., SUMMERSVILLE, W. VA.

Massamont Insurance Agency Inc.

November 19, 1984

Griswold Memorial Library
Main St
Colrain MA 01340

Re: Policy UN-SMM651471 (MA LIBRARY PROJECT)
Effective June [illegible], 1984 to June [illegible], 1985

To Whom It May Concern:

A recent inspection of your premises was done by our insurance company, [illegible]. It produced one recommendation:

1. The fire extinguishers should be checked on an annual basis.

The company has asked that we bring this to your attention and that you please let us know when this has been complied with so that we may notify the company. Should you have any questions, please feel free to call us.

Sincerely yours,
Massamont Insurance Agency, Inc.

Sherry

Sherry M. Turner

SMT/pc

3 Bridge Street
Shelburne Falls, MA 01370
(413) 625-6366

4 Federal Street
Greenfield, MA 01301
(413) 773-5432

January 21, 1985

The January meeting was called to order at 7:45 p.m. by Chairman Hale Johnson with 5 members and the Librarian present.

The Secretary's report was read and accepted.

The Treasurer reported he had submitted a budget to the town asking for about a $500 increase over last year but did not have his Annual Report ready yet. The Treasurer has received a communication from the Town asking that he and the Chairman attend the next Finance Committee meeting. They are asking for a revised budget, reducing our request and taking into account the excess left over from last fiscal year. A lengthy discussion was held regarding what action we might take in reducing our budget. Part of the excess money is income from our invested funds, some of which is restricted in its use and we will need part of the money to cover the approximately $1,200 State Aid that we will not be receiving this year.

The Building Inspector has been here but we have not yet received our certification.

The meeting was adjourned at 8:25 p.m. Next meeting will be on February 25th at 7:30 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

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The Building Inspector has been here but we have not yet received our certification.

The meeting was adjourned at 8:25 p.m. Next meeting will be on February 25th at 7:30 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

National Brand 45-603 Eye-Ease® 45-703 20/20 Buff Made in USA

Treasurer's Annual Report
Griswold Memorial Library
FY 83-84

	1	2	3
Beginning Balance			374475
Received:			
Int. NOW Acct	29760		
Int. from bonds + savings	89368		
Received from treasurer Town of Colrain	829396		
		948524	
			1322999
Expended:			
Librarians Salaries	335866		
Janitor	24679		
Electricity	54872		
Telephone	18812		
Books	258768		
Magazines	21242		
Fuel	109904		
Maintenance	1377 —		
Supplies	12295		
Personal Books for Librarian	(18176)		
Misc.	23145		
		979107	
Closing Balance			343892

National Brand 45-603 Eye-Ease® 45-703 20/20 Buff Made in USA

Greenwich Memorial Library Budget

F/Y July 5 - 30 June 86

	1	2	3
Books			2800—
Magazines			200—
Librarian + Asst. Librarian			4100—
Janitor			300—
Fuel			1300—
Electricity			650—
Telephone			205—
Maintenance			500—
Supplies			150—
Misc.			75—
			10300—
	Investment income		1200—
			9100—

From Town	7680—
State Aid	1250—
Dog Tax	170—
	9100—

[illegible] MEMORIAL LIBRARY

[illegible] AT [illegible]

1983

The circulation report for January was a total of 570 books and February was 70 behind that with a total of 403. During last year 20 new patrons registered and I am hoping circulation will increase over the next twelve months.

The van is coming nicely from the regional library which facilitates getting requests here sooner. This library is one of the busiest for inter-library loans. Using the van once every three days saves the expenditure of postage to return books out of inter-library loan. As the library isn't open when the van is in town I give the driver a key so he has access to the building.

Respectfully,

Mary M. Schneider

Librarian

March 18, 1985

The March meeting was called to order at 7:45 p.m. by Chairman Hale Johnson with all members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer reported a balance of $5,967.58. The Librarian's report was read. The success of the Inter-Library Loan Program was mentioned.

Under old business, David reported on the fire extinguishers. The floor model is too old to work. With the other two, the cartridge is no longer made and we will need to get new ones. Motion made and carried to purchase new fire extinquishers as needed.

Hale reported on his and David's meeting with the Finance Committee and Selectmen. Herb Purington had already looked into our finances for the past ten years or so and reported we had always stayed within our budget. They feel we will be level funded for the next year.

Application has been received for the Library Incentive Grant and Mary has written to the state regarding the course she needs but has not heard from them as yet. Hopefully she will hear before our next meeting.

As there was no new business, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

March 18, 1985

The March meeting was called to order at 7:45 p.m. by Chairman Hale Johnson with all members and the Librarian present.

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As there was no new business, the meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

GRISWOLD MEMORIAL LIBRARY

MARCH 1985

Circulation of adult and juvenile, our own and bookmobile books for March was 563.

The inventory is done but all the tracking down of books not readily found hasn't been done. I have discarded quite a number of books that had not circulated in a long while but it won't be long before the shelves are full again. There is some room I can make but shelf space is nearly at a premium.

The rest of Lois Patries materials regarding local history were deliveried to the Looman's and then Mr. Looman brought them here. Mrs. Looman read over the contents of the boxes while recuperating from the flu and found that there are discrepancies from what was written by people and what was printed in the history. As yet I haven't fitted the new materials into the file.

Respectfully,

Mary M. Schneider

Librarian.

Town Office
Colrain, Ma. 01340

February 4, 1985

Griswold Memorial Library
Main St.
Colrain, Ma. 01340

To: Library Trustees

In regards to the inspection of the library that I did as the Town's building inspector on December 29, 1984; the following corrections and recommendations are as follows:

1) The emergency lights are not working and must be fixed.
2) The old fuse box in the bathroom should be either locked or replaced with a new panel and circuit breakers so as to eliminate accidental contact with possible 'hot' electrical contacts.
3) Exit sign is to be located at the exit out of the cellar. (Emergency light in the cellar needs fixing.)
4) Fire extinguishers should be inspected and approved by the fire department.
5) Free access and clear access must be maintained to the exit out of the cellar. (There were some bags of material blocking clear access to this door at the time of the inspection.)

In general the library looks to be structurally quite sound. It is truly a unique building and an important asset to the town.

I did note the following in the course of inspecting the building and are mentioned only for the sake of your possibly wanting to take into account as part of the general maintenance.. I) There is evidence of water leaking in one window on the the north corner, first floor. 2) There is a broken window on the south side. 3) The front door needs refinishing.

Your inspection certificate has been issued with the understanding that the above corrections be made.

Respectfully,
David C. O'Brien
Building Inspector

LIBRARY TRUSTEES

May 1, 1985

The meeting was called to order at 7:35 p.m. by Chairman Hale Johnson with all members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer reported a balance of $5,119. The Librarian's report was read.

Under old business, the new fire extinguishers have been ordered by Fire Chief Bill Jacobs. We have received a letter from the Building Inspector listing changes and repairs that should be made including fixing the emergency lights.

We have a letter from the State denying our State Aid this year. Mary will write a letter asking just what is required of her and will do her best to locate the course she needs, after which we reapply another year.

David reported that the town is going to repair our sidewalk soon. The Nims children will take care of the lawn again this summer. David and Katherine will take care of the plant boxes.

Murial Russell has been hired to wash the windows inside and out. Mary reported she is taking her vacation May 13 to June 3. Dorothy Conway will cover for her.

Meeting adjourned at 8:35 p.m.

Respectfully submitted

Vivian A. Williams

Vivian A. Williams
Secretary

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David reported that the town is going to repair our sidewalk soon. The Nims children will take care of the lawn again this summer. David and Katherine will take care of the plant boxes.

Murial Russell has been hired to wash the windows inside and out. Mary reported she is taking her vacation May 13 to May 27. Dorothy Conway will cover for her.

Meeting adjourned at 8:35 p.m.

Respectfully submitted

Vivian A. Williams

Vivian A. Williams
Secretary

It was noted that the Bookmobile has a new schedule and the driver has a key so that he can pick up and leave off books. It was discussed at length and decided to ask for the key back and have him pick up and leave off the books at David's store.

June 5, 1985

The meeting was called to order at 7:40 p.m. by Chairman Hale Johnson with all members and the Librarian present.

The Secretary's report was read and accepted as amended. The Treasurer reported a balance of $2,995.41 and noted that our insurance is higher than last year and magazine subscriptions have increased greatly in price. In discussing our insurance, it was noted that the appraisal on the Chandler painting was out of date and it was decided to get a new appraisal on the value of the paintings.

Under old business, we have our new fire extinguishers and new batteries for the emergency lights. Hale is going to refinish the front door himself. We have received a letter expressing concern about letting out the key to the front door. Hale has talked with our insurance agent and we are covered as long as reasonable care is taken. The bookmobile people were upset with our decision as their people are well screened and they have keys to all of the other libraries and were willing to give names as references. It was decided to continue to allow these people to have a key in order not to jeopordize our service, and they cannot leave books at an unauthorized drop-off point.

Under new business, some of our chairs are in really bad shape and Hale will check with Douglas Bilodeau to see if he can recommend a competent person to fix them. The outside light globes need replacing badly and the screen on one of the front windows needs repair.

Hale announced that his father had left the library $4,000 in his will to be added to the Louise Hale Johnson Memorial Fund, the income of which is to be used for the purchase of books for young people.

Next meeting will be September 16th. Adjourned at 8:30 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams,
Secretary

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Respectfully submitted,

Vivian A. Williams

Vivian A. Williams,
Secretary

Professional 16-500 Eye Ease 45-700 20x20 Sheets Made in U.S.A.

July 1 1994 - June 30, 1995

Trexlertown Memorial Library Income Expense

	1	2	
Beginning Balance			243892
Income Received:			
Interest on NOW account	269 12		
Interest Heritage Bank	91 02		
Mon M. Trexler Bank	88 17		
Twin Cities	950 117		
		1271920	
			1515812
Paid Out:			
Library	334509		
Asst. Librarian	67757		
Janitor	261 —		
Electricity	5842		
Telephone	2634 7		
Fuel	123906		
Supplies	4697 1		
Maintenance	3091 3		
Insurance + Trust Board	1046 —		
Books	20946 5		
Magazines	2052 7		
Misc.	113 —		
Postage	347 0		
		1050892	
Cash Balance			464920

September 23, 1985

The meeting was called to order at 7:45 p.m. withgfour members present.

The Secretary's report was read and accepted. The Treasurer reported a balance of $4,361.69 which includes the $4,000 bequest from Larry Johnson until we decide what to do with it. We will be getting our town money this month. He also clipped all of the coupons that were due. We have two bonds coming due and will be receiving around $2,000 from them. We also have a $1,000 bond dated November 14, 1899 from the Cleveland, Cincinnati, Chicago & St. Louis Railway Company on which we have not been able to cash any coupons since 1970 as the company has gone bankrupt.

Under old business, Hale has not had time to do the front door yet. David will check with someone he knows about doing it. Tim Duprey got the roof fixed this past summer for $667.00. He has informed us that the main chimney in the back of the building is going to need some work done on it soon. Douglas Bilodeau did not know of anyone to fix the chairs. Hale is going to take one home with him and see what he can do. Some only need glueing. The outside screen was fixed this summer. Ted Herzig adjusted the fixtures by the front stepsaand also got globes for them and was generous enough not to charge us, which we reallyta appreciate.

Under new business, the Town this summer replaced and repaved the sidewalk along Route 112 and also repaved our driveway and parking lot. It really looks nice now and we appreciate their efforts.

**

As there was no other new business, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

** Discussed what to do with the $4,000 bequest from Mr. Johnson and since we have the two bonds also coming due, motion was made and voted unanimously that we combine the monies to make at least $5,000 and that David investigate possible investment opportunities and use his discretion as to which one to go with.

September 23, 1985

The meeting was called to order at 7:45 p.m. with four members present.

The Secretary's report was read and accepted. The Treasurer reported a balance of $4,361.69 which includes the $4,000 bequest from Larry Johnson until we decide what to do with it. We will be getting our town money this month. He also clipped all of the coupons that were due. We have two bonds coming due and will be receiving around $2,000 from them. We also have a $1,000 bond dated November 14, 1899 from the Cleveland, Cincinnati, Chicago & St. Louis Railway Company on which we have not been able to cash any coupons since 1970 as the company has gone bankrupt.

Under old business, Hale has not had time to do the front door yet. David will check with someone he knows about doing it. Tim Duprey got the roof fixed this past summer for $667.00. He has informed us that the main chimney in the back of the building is going to need some work done on it soon. Douglas Bilodeau did not know of anyone to fix the chairs. Hale is going to take one home with him and see what he can do. Some only need glueing. The outside screen was fixed this summer. Ted Herzig adjusted the fixtures by the front steps and also got globes for them and was generous enough not to charge us, which we really appreciate.

Under new business, the Town this summer replaced and repaved the sidewalk along Route 112 and also repaved our driveway and parking lot. It really looks nice now and we appreciate their efforts.

**

As there was no other new business, the meeting was adjourned at 8:25 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

** Discussed what to do with the $4,000 bequest from Mr. Johnson and since we have the two bonds also coming due, motion was made and voted unanimously that we combine the monies to make at least $5,000 and that David investigate possible investment opportunities and use his discretion as to which one to go with.

September 25, 1985

Mr. Theodore Herzig
Elm Grove
Colrain, MA 01340

Dear Ted:

The Board of Trustees of the Griswold Memorial Library would like to thank you for the repair work you did on our front lights and for your generosity.

We really appreciate your help.

Sincerely,

Secretary

GRISWOLD MEMORIAL LIBRARY

Colrain, MA 01340

September 25, 1985

Mr. James Sturgeon
Highway Department
Colrain, MA 01340

Dear Jim!

The Board of Trustees of the Griwwold Memorial Library would like to thank you for the wonderful job you and your crew did on our new sidewalk, driveway and parking lot.

It's wonderfulland we want you to know that we appreciate all the hard work you put into getting this done for us.

Sincerely,

Secretary

GRISWOLD MEMORIAL LIBRARY

JUNE-JULY-AUGUST-Sept.

Totals for circulation for June, July, and August are 551 June-
594 for July and 578 for August. September circulation totaled 507.

We had a number of books left from discarding and Bill Dornbusch left some here and by giving them away to those who wanted them they disappeared fast. Few remain at this time.

Bookmobile and van service is going along smoothly.

The cutting of the lot at the back of the parking lot and the new paving is GREAT! A much-needed improvement.

Respectfully,

Mary M. Schneider

Librarian.

October 21, 1985

The October meeting was called to order at 7:50 pm with three members and the Librarian present. Hale is in England this week.

The Secretary's report was read and accepted. The Treasurer reported a balance of $16,431.80 which includes our appropriation of $9,882.77 from the Town, $770.00 from the coupons that were cashed in, and $1,980.31 from the two AT&T bonds that had matured. The Librarian reported for June through September.

Under old business, Jim Cusimano will refinish our front door. Hale has brought back one chair repaired and took a few more to work on. David has talked with Fred Magee regarding our investments but is still investigating.

Mary has called Boston regarding her lack of certification and this is the only thing holding up our state aid. She has sent letters to two places that offer certification courses in "Reference" which is the course she is lacking. While talking with Boston, they also mentioned to her that we had a carryover of money. Mary explained this carryover to them and that it was the same as we have had for the past ten years or so.

Under new business, Karen Conway is no longer doing our cleaning and we need someone else. Rosemary Stetson's daughter was mentioned as a possibility.

Because of conflicts, the next meeting will be held at 7:00 pm on Wednesday, November 20th. Meeting adjourned at 8:25 p.m.

Respectfully submitted,

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Respectfully submitted,

Vivian A. Williams

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Secretary

November 18, 1985

The November meeting was called to order at 7:40 p.m. with five members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer reported a balance of $16,014.34. The Librarian reported the circulation for October at 585. In October the 6th grade visited the library to learn how to look up their own information. The 4th and 5th grades will also be visiting.

Under old business, Mary has not yet had an answer to her inquiries about courses. We still do not have a cleaning person, also no one to shovel snow as yet.

Following a lengthy discussion regarding the investment of our funds, it was decided to put $5,000 in Federal Security Trust.

The next meeting will be Wednesday, December 18th at 7:00 p.m. Meeting adjourned at 8:20 p.m.

Respectfully submitted,

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Vivian A. Williams

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Secretary

Griswold Memorial Library

November 1985

I have sent a check and application for a reference correspondence course from the United States Department of Agriculture. This will consist of nine lessons and I hope it won't take long.

Amy Stetson is the new custodial person. I talked with Amy and her mother and have now made out a list of what is to be done.

I have started work on the annual report and am waiting for some figures from regional before I type it up.

We received a questionnaire from the building inspector which I made out and returned. The present certificate expires on December 31, 1985.

The walk and steps weren't shoveled too well last week but the condition will depend on how much they are walked on before the shoveling is done. The back door from the basement is supposed to be kept clear and I wonder if when the parking lot is plowed if the snow can be pushed over toward Roots a little more so to eliminate the shoveling.

Circulation for November was 534.

Respectfully,

Mary M. Schneider

Librarian.

December 18, 1985

The December meeting was called to order at 7:15 p.m. with five members and the Librarian present.

The Secretary's report was read and accpeted. The Treasurer reported a balance of $15,469.90. The Librarian's report was read.

Under old business, Amy Stetson has been hired as our new custodial person at a rate of $3.35 per hour (minimum).

Under new business, it was voted to give the Librarian a raise of 25¢ per hour to $5.25 and raise the Assistant Librarian to $3.75 per hour, effective January 1, 1986.

A lengthy discussion followed regarding our budget which the Finance Committee needs by December 23rd. It was finally decided to submit a budget asking for $9,590 which is an increase of $490 over last year.

Meeting adjourned at 8:25 p.m.

Respectfully submitted,

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BUDGET SUBMITTED FOR FISCAL YEAR July 1986 to July 1987

EXPENSES		
Librarian	$ 4,100	
Assistant Librarian	225	
Janitor	400	
Electricity	550	
Telephone	225	
Fuel	1,300	
Supplies	150	
Maintenance	500	
Books	2,500	
Magazines	200	
Postage	50	
Miscellaneous	100	
Total Expenses		$ 10,300
INCOME		
Interest from NOW account	$ 250	
Heritage Bank	60	
Income from Bonds	400	
Total Income		710
DIFFERENCE NEEDED FROM TOWN		$ 9,590

January 22,1986

The January meeting was called to order at 7:40 p.m. with five members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $9,507.16. The Librarian reported a circulation of 396.

Under old business, the Treasurer reported he had invested $5,000 in Federal Securities Trust, as previously discussed. The Librarian has received the correspondence course she ordered and has returned 2 lessons out of a total of 9, so hopefully it won't take too long to finish.

Under new business, the Building Inspector was here and everything looked fine so will be sending a certificate.

Next meeting will be February 19 at 7:30.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Vivian A. Williams
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Next meeting will be February 19 at 7:30.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams
Secretary

February 26, 1986

The February meeting was called to order at 7:40 p.m. with five members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer reported that he had purchased a McBee One-Write check writing system to make his bookkeeping easier. The Librarian reported a circulation of 477 in January.

Under old business, the Librarian has now sent in 5 lessons in her correspondence course but is having difficulty finding the reference books needed to complete lessons #6, 7, and 9. We have now received our Building Certificate from the building inspector.

Under new business, Mary reported that starting March 19th, the Library will be getting from Regional a circuit of 12 video cassettes and the next time after that when they come they will bring a VCR and a television along with more tapes. A discussion followed on how distracting this might be for persons doing research and how the use might affect the library as a whole. It was suggested that we have a specific day and hour each week set aside for the children to come in and watch a movie and that Mary might work with the school, finding out what they are studying about. It was decided to give it a try and see how it works out and if it proves distracting to other patrons of the library, we can stop it.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,

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Meeting adjourned at 8:05 p.m.

Respectfully submitted,

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Secretary

April 16, 1986

In the absence of the Chairman, the meeting was called to order at 7:35 p.m. by David Nims with 5 members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer reported a balance of $7,227.32 and he is just beginning to use his new check writing system. The Librarian reported circulation for February to be 530. She also reported that we are no longer having Time and Newsweek donated to us and as they are the two most used weekly magazines, she requested that we subscribe to them -- so voted.

Under old business, we have received the tapes, although 2 weeks late, and they are being well received. There seems to be a wide range of subjects available. The Librarian also brought us up-to-date on her correspondence course -- after reporting that she was unable to locate some of the reference books required, some of the questions were rewritten for her so that she could finish up the course.

Under new business, it was reported there are some large cracks in the steps and sidewalk with the coming of spring. Also time to get started on the plant boxes. Kenneth Shearer has asked permission to go through the material donated by Mrs. Patrie to make notes on the history of Colrain and also to begin to organize the material. Louise O'Brien made a motion that we allow him to do so but not to remove material from the premises. This was seconded by Rosemary Stetson and voted unanimously. It was reported that during Colrain's anniversary celebration on July 19th and 20th, the committee would like to have the Library open and also that Hale will have some of his paintings on exhibit here. On October 4th, the Griswold Family Association will be having their reunion in the area and would like the Library open for a tour by family members. They would also like someone to speak to them on the history of the town and the mill, etc. Who will handle this was left open for discussion at a latter meeting.

Meeting adjourned at 8:05 p.m.

Respectfully submitted,
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Meeting adjourned at 8:05 p.m.

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GRISWOLD MEMORIAL LIBRARY

APRIL-MAY 1986

The new videocassette program seems to be working out well. Most of the time the videos are returned on the next library though I have collected $6.00 in fines. The selection we have now doesn't seem to be of as much interest to borrowers.

The circulation for April was 626 and for May 519.

Books have gone out to Colrain Central School several times and it is good they are taking advantage of this library.

The plant boxes are up and look nice but will be nicer as they get adjusted.

Respectfully,

Mary M. Schneider

Librarian.

Library Report

The Griswold Memorial Library trustees met at the library Wednesday evening, June 11, with the following members present: Katherine Patterson, Rosemary Stetson, David Nims, Hale Johnson and Louise O'Brien. The secretary was absent so her report was omitted. David gave a brief report of the cash balance.

Building repairs were discussed and it was decided to get an estimate of the cost of painting the balcony railings.

The flower boxes are in place with flowers donated by David, and arrangement by Katherine.

Librarian Mary Schneider read her report.

There was a discussion of how to obtain the number of hours spent shoveling snow last winter by George Page and Clyde Boyd. We want to reimburse them for their labor, but they haven't given a figure. Mary is to call Dolly Hillman, George's mother.

It was agreed to have the library open on Saturday, July 19, from 1 to 4 p.m. for the 225th celebration. Some of Hale's paintings will be on display.

The next meeting of the trustees will be September 17.

Respectfully submitted,

Louise O'Brien, Sec. P.T.

Note: Decided the library will be open Sunday, July 20, also

Griswold Memorial Library

GRISWOLD MEMORIAL LIBRARY

JULY----AUGUST

1986

The two day exhibition of A. Hale Johnson's paintings, during the 225th Colrain celebration, were enjoyed by many people and out-of-towners were impressed, as usual, with our lovely building. The guest book registered 186 people but some left before we got them to sign. Dorothy helped me on both days. We sold a number of the 225th publications and still have them available.

The videos have a great appeal. We are currently on our third selection. The equipment for library use was in use often when it was our turn to have it.

The circulation for July was 576 and for August 841.

Respectfully,

Mary M. Schneider

Librarian.

GRISWOLD MEMORIAL LIBRARY

SEPTEMBER-OCTOBER

NOVEMBER

1986

About 70 Griswold descendants visited the library on October 4th. They seemed to be quite impressed with the library. A plaque and a volume of the Griswold Genealogy was presented to Louise O'Brien at the banquet. The afternoon group were able to attend the exhibit of historical artifacts at the historical society as well as the Pitt House.

Walter and I wish to express our thanks to the board for our lovely dinner we had at Muchmore's in October.

Circulation totals for the last three months are--
September 702
October 635
November 567

I received an A as my final grade on the reference course I was taking. A copy of that information was forwarded to selectman Richard Todrin and Janet Price of the Board of Library Commissioners.

Respectfully

Mary M. Schneider

Librarian

September 24, 1986

The September meeting was called to order at 7:15 p.m. by Chairman Hale Johnson with all 6 trustees and the librarian present. The Secretary's reports from the April 16th and June 11th meetings were read and accepted.

The Treasurer reported a balance on June 30th of $1,370.73 and passed out copies of his Annual Report. This report was discussed in length with several corrections noted. Report was accepted as corrected.

The Librarian's report was read. She noted that 186 people signed the guest list during the 225th celebration.

Under old business, Mary has only two more questions to complete to send in her correspondence course. Mrs. Hillman could not get anywhere with George Page on hours spent shoveling snow so decided to let the subject drop and consider it community service. The subject of new encyclopedias was brought up again and Mary was instructed to find out about a new set.

Under new business, Hale read a letter from the Selectmen requesting the presence of the trustees at the October 6 Selectmen's meeting at the town office. Some concern has been expressed regarding the condition of the plaster busts stored in the basement. It was agreed to allow Carol Moscato and Gloria Pike to take them to clean them up, with the understanding that they are the property of the library. It was noted that employees of Lanoue's Tree Service are using our parking lot every day all day. Hale will talk with Mr. Lanoue about this.

Next meeting will be October 22nd at 7:00 p.m. Meeting adjourned at 8:00 p.m.

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Vivian A. Williams, Secretary

December 10, 1986

The December meeting was called to order at 7:35 p.m. by David Nims with four members and the librarian present. The Secretary's report was read and accepted.

The Treasurer's report was read and accepted with a balance of $7,991.79. He reported that the Demarais Fund that is in a Certificate of Deposit is coming due soon. A motion was made and carried that David look into some sort of a bond through Fred Magee that pays more interest and go ahead and transfer the money on the due date. Also discussed transferring some of the money in our checking account into another account paying more interest until we need to use the money as we receive our yearly amount from the town in one lump sum. David will look into this and use his best judgment.

The Librarian's report was read and she reported that she had completed her correspondence course with a grade of A. Copies of this grade were sent to Selectman Richard Todrin and to the State Library office.

Our walk out front has not been taken care of by the town after the recent storms. David will talk with them about plowing the sidewalk out front so that the Bookmobile can park there when they come. George Page will shovel for us again this year.

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

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Vivian A. Williams
Secretary

January 21, 1987

The meeting was called to order by Chairman Hale Johnson with five members and the Librarian present. The Secretary's report was read and accepted. The Treasurer reported a balance of $1,647.19. The Librarian reported circulation for December of 447. She reported she had gone with the Bookmobile to Purington's on their last visit there and will go with them again to get to know the people who use this service. Their circulation is about 200 per visit.

Under Old business, the plowing still is not very good out front although the Bookmobile did manage to park there.

Under new business, Hale Johnson reported he had given the Selectmen his resignation as a Trustee as of this meeting, although he will be available until a new Trustee is elected. He has served as a Trustee for more than ten years and will be greatly missed.

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Respectfully submitted,
Vivian A. Williams
Secretary

February 25, 1987

The meeting was called to order at 7:15 p.m. by David Nims with five members and the Librarian present. The Selectmen have appointed Judith Maloney to fill out the unexpired term of Hale Johnson and she was introduced to the group.

The Secretary's report was read and accepted. The Treasurer's report was passed around and accepted with a balance of $6,847.19. The Treasurer reported that he had heard from the state regarding our Library Incentive Grant. It appears that the town is not giving enough money for our support for us to be eligible for a grant; however, they are going to review this again and will let David know their decision.

Under old business, the furnace was cleaned today aswe had been having trouble with it starting. Mary has looked into the purchase of new encyclopedias as instructed and we can purchase a new set of World Book for $499.00. She was authorized to go ahead and to also look into purchasing an Atlas at the same time. There is another leak in the Children's Room ceiling -- David will take a look at it.

Under new business, we had to reorganize. David Nims was elected Chairman and Rosemary Stetson was elected Treasurer to take over from David. There was a discussion about getting a qualified person to fill in for Mary when she is out as Dorothy has another job and cannot get there to open on time. Mary has a couple of persons interested and will talk further with them.

Meeting was adjourned at 8:15 p.m.

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Meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams,
Secretary

March Report

The Griswold Memorial Library trustees met March 18, 1987 at the library with David Nims, Rossmary Stetson, Kathryn Patterson, Judith Maloney and Louise O'Brien attending.

No secretary or treasurer's reports were given due to absence and changeover in office.

Librarian Mary Schneifer reported last month's circulation as 605. She has ordered the new edition of the World Book Encycloped and Atlas. She has sold discarded books to a dealer for $40.; and received $25. for genealogy information.

Chairman David Nims reported the library will receive the Library Incentive Grant of $1250. and the Municipal Equalization Grant of $739.97. this year.

Two gifts in memory of Frederick Call have been received. Barbro Neilson gave $100. and Harriett Donelson $10. to be used for new books.

It was decided to use video fine money for a children's reading program this year, to buy the material put out by the state reading program committee and for prizes, etc. for the childr

It was agreed to subscribe to a Crafts magazine.

It was voted to price copiers for the possible purchase of one for the library.

David will check with Eric Temple about cleaning the floors and windows,.

The next meeting will be held April 8, the second Wednesday, at 7 p.m.

Respectfully submitted,

Louise O'Brien, Secretary Pro Tem.

GRISWOLD MEMORIAL LIBRARY

MARCH 1987

This month circulation was 816 an increase of over two hundred from last month. This is patrially due to the school borrowing many books for reports on the states of the United States and American Indians.

Margaret Taylor has proven to be a great help to me. She has done well at the charging desk and is getting familiar with the procedures. We have started to put the genealogical file papers in new folders and that is going to improve the whole file.

Today, April 8th, we had a meeting of the Small Libraries in the Hill-towns with 15 from other libraries, Judith Maloney, Margaret and me. Librarians and trustees alike were impressed with the library, the good-looking collection of books and some wished they had a Joseph Griswold in their town.

We have the bill for the new set of encyclopedias and atlas but as yet it hasn't come.

To this date $380.00 has been given in memory of Fred Call.

Rodger Desrouisseau came in and dusted, washed windows and got some of the dirt off the floors so the library looked much better for the meeting.

Respectfully,

Mary M. Schneider

Librarian

April 15, 1987

The meeting was called to order at 7:20 p.m. by Chairman David Nims with four members and the Librarian present.

The Secretary's report was read and accepted. The Treasurer did not have a report as she had just received the books. To date, she has received $380 in memory of Frederick Call. It was dedicd to purchase a four-drawer locking file cabinet for financial record storage.

The Librarian reported circulation of 816 for the month. Margaret Taylor has been hired as Mary's assistant at a rate of $3.75 per hour. She has had some previous experience.

Under old business, the cleaning of floors and windows has been done by Roger Desreuisseau. No report on copier as Judith was not able tpo attend.

New business -- feasible to hire Margaret to help straighten out the files. Decided to try for the rest of the month to see how it works out. Hill Town Video Program -- checking to see if we can be included in this grant.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Vivian A. Williams

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Secretary

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Meeting adjourned at 8:10 p.m.

Respectfully submitted,

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Vivian A. Williams
Secretary

May 13, 1987

The meeting was called to order at 7:30 p.m. with five members and the Librarian present. The Secretary's report was read and accepted. The Treasurer reported that to date we have received $464 in memory of Frederick Call and that all gifts have been acknowledged.

Under old business, the new encyclopedias and Atlas have been received. It was decided to give the old set to Colrain Central School. Judith Maloney gave a report on copiers --

$1400 for a Sharp SF-7100
$1600 Canon on sale for $1200 or a $1000 Canon on sale for $900 at Barrett & Baker's -- However, these require an $80 cartridge every 2,000 copies.

It was decided to investigate a little more before the next meeting.

Under new business, Catherine will approach David about flowers for the window boxes and she will plant them..Are the Nims children doing the lawn again this coming summer?

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

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GRISWOLD MEMORIAL LIBRARY

MAY 1987

The april circulation was 702 and for May 669. With better weather probably circulation will drop off.

A summer reading program is going to be held from June 29 to Aug. 7. This will be for all children in school as well as a program for children ages 3-6. The materials for the most part are distributed by the Western Massachusetts Regional Library System of which we are a member. Posters will be put out in town and we would appreciate the trustees mentioning it to any persons they think would be interested.

Looking up genealogy for people who write asking for information takes up a lot of time in most cases. Judge Taylor from Delaware was here , with his wife, and he said with other information he gathered and what I was able to send him he has been admitted to the Society of Colonial Wars. He was most appreciative and showed by donating 25.00 to the library.

The window boxes look very nice. I will endeavor to keep them watered etc. for the summer. Thanks to Catherine and David.

Respectfully,

Mary M. Schneider

Librarian

June 10, 1987

Meeting was called to order at 7:10 p.m. with five members and the Librarian present. The Secretary's report was accepted as read. The Treasurer reported a balance of $3,544.43. The Librarian reported circulation of 702 for April and 609 for May. She announced that the summer reading program will be held.

Under old business, Scott Nims will do the lawn again this summer. Plant boxes really look nice again this year. David reported that a better used filing cabinet was around $150. Hopefully Judith will be at the next meeting with more copier information. The copier at the Town Office is an Omega which seems to need a lot of service.

Under new business, does anyone know of someone interested in cleaning the library? There are many rumors around regarding using our building as a pre-school which we are strongly opposed to. There is no specific information as as yet we have not been officially approached.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Vivian A. Williams
Secretary

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Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Vivian A. Williams

Vivian A. Williams
Secretary

September 23, 1987

The meeting was called to order at 7:10 p.m. by Chairman David Nims with all 6 members present. The Secretary's report was read and accepted.

The Treasurer reported a balance of $1,725.47. She also reported we had received a check for $300 from the 6th grade of Colrain Central School in memory of Robert Carmody and $30 from the Franklin-Hampshire County Board of Realtors. Information for the Incentive Grant has been received and filled out and only needs to be signed and sent in.

Under old business, the Sunderland Library has a copier that sounds interesting and David will check further into it. We still have no one to do the cleaning. Judith will put a little ad in the West County News for 2 hours per week and will also check with the High School. Nothing has been done on the filing cabinet but David will check into it soon.

Under new business, Mary is going into the hospital on Monday for surgery and Vivian will see that she gets some flowers. Water main pipe coming into the cellar is leaking and also the toilet doesn't work. David and Neal Stetson are working on these problems. David will talk with Jim Sturgeon to get some help from the town if need be. After some discussion, a motion was made, seconded, and voted unanimously to purchase some large print books and Judith will put it in the paper that we do have these available. Rosemary will also subscribe to large print Readers Digest.

Judith reported that she had gone to a meeting of trustees and librarians in Ashfield today and came away with many questions and thoughts. She took an informal poll of the librarians present and found that their assistants are paid between $5 and $7 per hour and also that Librarians are generally paid to attend meetings. Mary King is sending a Trustees Handbook to us via the Bookmobile. Also mentioned several meetings coming up. David will take our insurance bill to the Town Office. Rosemary was authorized to transfer our safety deposit box to another bank.

We will regularly meet on the 4th Wednesday of each month. Next meeting we will discuss budget, wages, grants, etc. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

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Vivian A. Williams, Secretary

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Vivian A. Williams, Secretary

GRISWOLD MEMORIAL LIBRARY

JULY-AUGUST-SEPTEMBER

The circulation for July was 702, August 716, September 688. From Franklin-Hampshire County Board of Realtors, Inc. we received a donation of $30.00 for the purchase of periodicals. We did receive $300.00 from last years sixth grade in memory of Robert Carmody. This money is to be used to purchase children's books.

Margaret has finished a cataloging workshop at regional headquarters. I spoke to David about Margaret working during the month of November as the doctor requested I have help if it was available. She has proved to be very good help and I hope she will feel her time is well spent.

Mary M. Schneider

Librarian

October 28, 1987

The meeting was called to order at 7:10 p.m. with five members and the Librarian present. Judith acted as Chairman in the absence of David. The secretary's report was read and accepted. The treasurer reported a balance of $10,750.98, having received our money from the Town. The Librarian's report from July through September was read.

Under old business, Charlotte Sozio has been hired to the the cleaning. Regarding the water problems existing at the last meeting, the toilet is repaired and now working properly. Jim Sturgeon thinks he can fix the water main problem; if not, David feels we should have a plumber in to handle the job.

Under new business, Mary wondered if it would be feasible to have a small water heater as it is difficult to clean with cold water. After discussion, motion was made and carried that we purchase a small water heater. The question came up as to whether we should seriously consider making our library handicapped accessible. Several ideas were discussed as ways of gaining room for this access. We will look into this idea some more. The outside light is not working and now that it is dark at night, should be repaired; however, in order to accomplish this, the steps need to be moved. A motion was made to fix the light and have David handle with Jim Sturgeon to get the steps moved. Motion was seconded and voted unanimously. The question of who will do the shoveling was discussed with no answer.

Judith handed out copies of excerpts taken from the Directors' Handbook, which we should read for the next meeting. Read a thank-you note from Mary for the plant she received in the hospital.

Next meeting will be November 18th at 7:00 p.m. Meeting adjourned at 8:00 p.m.

Respectfully submitted,

Vivian A. Williams, Secretary

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Respectfully submitted,

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GRISWOLD MEMORIAL LIBRARY

OCTOBER 1987

Circulation for October was 732.
The plumbing is OK now. Walter measured the area of the septic tank and I have put a card in the notebook containing the minutes of the meetings.
George is interested in removing snow this winter if the board is satisfied. The only problem I have with that is his getting it all done before it turns to ice. He said he would be asking for payment for previous years work.
I attended a meeting in Springfield so we are eligible for their Telephone Reference Support System.
The library has received a first issue of a subscription to Large-Type Reader's Digest-compliments of Rosemary Stetson. Thanks, Rosemary.
Margaret satisfactorily conpleted a course in cataloging at regional.
The Colrain Historical Society has lent a 2 volume set of Katherine Cram's History of Colrain to the library for reference only.

Respectfully,

Mary M. Schneider

Librarian.

GRISWOLD MEMORIAL LIBRARY

NOVEMBER*DECEMBER
1987

Total circulation for November was 797 and December Total was 582.

Charlotte Bezio is working out well with the cleaning. She comes in a morning which is easier then trying to do that type of work when the library is open.

George has done well with the shoveling. He got some sand last week when the walk was icy. I am glad people who work for Woody Lanoue aren't parking in the lot anymore. It made it so difficult to plow when it was stormy.

Respectfully,

Mary M. Schneider

Librarian

January 27, 1988

The January meeting was called to order with three members present. The Secretary's report was read and accepted, There was no Treasurer's report. The Librarian's report for November and Ddcember was read and accepted.

Under old business, George Page is doing the shoveling now.

Since there was not a quorum present so that we could conduct business, a general discussion was held concerning many of the problems facing the library and town.

Meeting was adjourned at 8:00 p.m.

Respectfully submitted,

Vivian A. Willaams
Secretary

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Respectfully submitted,
Vivian A. Williams
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Secretary

GRISWOLD MEMORIAL LIBRARY

January & February

1988

The circulation for January was 575 and for February 710. A good increase over the last month.

During January I had Wendy Nims helping me and we got the adult and juvenile fiction inventoried. There weren't too many books missing but I am still tracking some of them down.

Several people have given money in memory of Helen Call. The total is now at $165.

Respectfully,

Mary M. Schneider

Librarian

March 23, 1988

The meeting was called to order at 7:10 pm with six members and the Librarian present. The Secretary's report was read and accepted. The Treasurer's report was read and accepted with a balance of $5,740.80. The Librarian's report was read.

Under old business, David and Katherine ~~xxxxxxxxxxxx~~ went to see the Selectmen. They do not feel that a small library needs a copier.

Under new business, Small Library meeting will be held on Wednesday, April 13 at Arms Library in Shelburne Falls at 10:00 a.m. Mary passed around a survey taken by Judy Willis showing what wages and benefits other west county towns have.

We have a letter from the Library Board of Commissioners stating that the town has not give us enough money to qualify for state aid. David will talk with the Selectmen again on Monday night.

Next meeting will be held April 27th. Meeting adjourned at 7:55 pm.

Respectfully submitted,
Vivian A. Williams
Vivian A. Williams, Secretary

March 23, 1947

The meeting was called to order at 7:10 by [illegible] president and the Liberian present. The Secretary's [illegible] read and accepted. The Treasurer's report was read and [illegible] with a balance of $7,[illegible]. The Librarian's report was read.

Under old business, David and Katherine [illegible] were to see the Plaintiff. [illegible] not [illegible] Library needs a copier.

Under new business, Small Library [illegible] will be held on Wednesday, April 23 at [illegible] Library in Blackstone Hall at 7:00 p.m. Mary proposed [illegible] a movie [illegible] showing what [illegible] Library [illegible].

We have a letter from the Library [illegible] stating that the [illegible] for state aid. David will [illegible] Tuesday night.

Next meeting will be held April [illegible]. Meeting adjourned at 7:55 pm.

Respectfully [illegible],

Vivian A. Williams, Secretary

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GRISWOLD MEMORIAL LIBRARY

MARCH 1988

Materials similar to last year have arrived for the Summer Reading Program. The date has not been set yet but it will probably be in August.

Louise, Judith and I attended the Small Town Library Meeting on April 13 in Shelburne Falls.

Two more donations in memory of Helen Call have been received amounting to $35.00.

Circulation for March was 798.

Respectfully,

Mary M. Schneider

Librarian.

April 27, 1988

The meeting was called to order at 7:15 p.m. with five members and the Librarian present. The Secretary's report was read and accepted. The Treasurer did not have a report. The Librarian's report was read.

Under old business, the question arose as to where we stood with the water heater -- not very well!! Getting a plumber is not easy. David spoke again with the Selectmen and feel sure that they will give us the extra money necessary to qualify for state aid but they would like a written list from us as to what we will spend the extra money for. After some discussion, it was voted to purchase more books, videos, and especially try to build up our large-print section.

Under new business, Mary has purchased four new window boxes, David will again supply the plants, and Katherine will plant them. Mary mentioned that we need a new Assistant Librarian if anyone has any ideas. Louise mentioned here daughter-in-law. Who is going to mow the lawn this year? David will check with his children to see if they wish the job again this year.

The steps badly need fixing. David has talked with Jim Sturgeon about this problem. Probably when the new water main is put in across the street and they have all the equipment right here, they will also repair our steps.

The next meeting will be held on Wednesday, May 25th at 7:00 p.m. Meeting adjourned at 7:50 p.m.

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Vivian A. Williams
Vivian A. Williams
Secretary

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Vivian A. Williams

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Secretary

G R I S W O L D M E M O R I A L L I B R A R Y

MAIN ROAD, COLRAIN, MA 01340

April 28, 1988

Board of Selectmen
Town Office
Colrain, MA 01340

Gentlemen:

Per your request, at a meeting of the Board of Trustees of the Griswold Memorial Library last evening, it was voted to spend the extra money appropriated so that we qualify for the Library Incentive Grant, for the following items:

Books
Large print books
Videos

We have many requests for large-print books and are particularly interested in building this section of our collection.

Sincerely,

Vivian A. Williams

Vivian A. Williams
Secretary

G R I S W O L D M E M O R I A L L I B R A R Y

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INTERNAL POLICIES

GENERAL MANAGEMENT POLICIES

- Organizational authority and responsibility
- Bids for equipment and services
- Budgeting and purchasing
- Payroll and personnel files
- Records management
- Use of library vehicles and equipment
- Inventory and insurance
- Telephone and mail service
- Security and emergencies

PHYSICAL FACILITIES POLICIES

- Insurance and maintenance
- Inventory and use of equipment
- Site selection criteria for branches and bookmobile stops
- Acquisition, ownership
- Bulletin boards and distribution of free materials
- Handicapped access features

TRUSTEES

The by-laws of the Board of Trustees constitute board policy in relation to the manner in which the board should operate as well as the responsibilities of trustees individually and collectively. Specific statements concerning travel expenses, membership and attendance in professional library organizations, etc., should also be added to this section of the policy manual.

PERSONNEL POLICIES

All personnel policies must comply with the Federal Equal Employment Opportunity Act of 1972 which prohibits discrimination because of race, color, religion, sex or national origin in any term, condition or privilege of employment. Personnel policies are often based on the guidelines of the local government agency.

The main points of personnel policy usually include the following:

- Classification and job descriptions
- Organizational chart of responsibility
- Salary scale
- Hiring and promotions
- Probationary work period
- Performance evaluation
- Benefits available, such as insurance, retirement, workman's compensation, etc.
- Working conditions and hours of work
- Vacation, holidays, sick leave and overtime
- Leaves of absence, with or without pay
- Training and continuing education
- Attendance at professional meetings
- Grievance procedures
- Disciplinary actions
- Resignation and termination
- Mandatory retirement
- Use of substitute staff and volunteers

EXTERNAL POLICIES

PUBLIC SERVICE POLICIES

Public policies regulate the availability of library services and resources to the community.

- Eligibility for use and registration, including non-residents, institutions and governments
- Circulation; loans, renewals
- Reservations, overdues, lost and damaged materials
- Audio-visual services
- Inter-library loan and reciprocal borrowing
- Photocopying and copyright
- Reference service: scope, depth and type
- Fees for machine-assisted reference service
- Confidentiality of records
- Complaints and chain of authority
- Programs and special events
- Special collections
- Exhibits and displays
- Outreach services: homebound, institutionalized, handicapped, bookmobile

Use of Library by Groups — Meeting Rooms:

- Eligibility of users: who and when
- Fees for use
- Meetings open to the public
- Restrictions for regularly scheduled or frequent users
- Priority of library activities
- Reservations, applications, responsibility of user and library
- Maintenance, refreshments and smoking

Public policies should be available for publication and broad distribution throughout the community. A general booklet or brochure of policies and regulations should be available in every library.

COMMUNITY RELATIONS POLICIES

- Public relations authority and responsibility
- Appropriate media
- Scope and emphasis
- Distribution of printed materials
- Participation of staff and trustees

FRIENDS GROUPS

- Roles and responsibilities
- Staff/trustee participation
- Relationship to trustees, library director and staff

VOLUNTEERS

- Roles and responsibilities
- Recruitment and selection
- Duties and any limitations
- Library staff responsibilities
- Recognition and rewards

COOPERATION WITH LIBRARIES AND GROUPS

- Need for cooperation
- Types of cooperation
- Affiliation and reciprocal arrangements
- Kinds of libraries, types of groups and agencies

RELATIONSHIP WITH SCHOOLS

- Define separate functions and objectives
- Provide statements about materials selection, borrowing privileges and public service policies
- Determine ways of establishing cooperation on local and regional level

MATERIALS POLICIES

As with other areas of library service, policies must be established for the materials collection.

To be comprehensive we suggest the policies address the following:

- Philosophy and goals
- Community analysis and resources
- Responsibility for selection
- Criteria and quality of materials
- Type and various formats collected: paperbacks, magazines, large print, microforms, newspapers, films, video tapes, etc.
- Scope and emphasis of the collection
- Duplication of materials
- Age levels and other user group information
- Special collections
- Maintenance of collection, damaged materials, disposal and replacement
- Textbooks and materials related to school curriculum
- Cooperative arrangements, community resources, other arrangements
- Confidentiality of patron records
- Censorship and controversial materials
- Labelling of materials policy
- Citizen complaints and requests for reconsideration
- ALA Library Bill of Rights
- Freedom to Read Statement

In addition, Massachusetts state law requires each library's board of trustees to establish a written policy for the selection of library materials and the use of materials and facilities in accordance with standards adopted by the American Library Association. The law also states that no employee shall be dismissed for the selection of library materials when the selection is made in good faith and in accordance with the approved policy mentioned above. See MASSACHUSETTS GENERAL LAWS, Ch. 78, Sec. 33.

GIFTS AND SPECIAL MATERIALS POLICIES SHOULD ADDRESS THE FOLLOWING:

- Condition of acceptance of gift materials
- Disposition of non-usable gifts
- Acceptance of property, paintings, equipment, money, etc.
- Denominational literature
- Historical materials and writings of local authors
- Gifts for memorial purposes
- Recognition of gifts by the library

The Commonwealth of Massachusetts
Department of Education
Bureau of Library Extension
648 Beacon Street, Boston, Massachusetts 02215

TO: Trustees of Massachusetts Public Libraries

FROM: J. Worth Estes, President, Mass. Library Trustees Association
Mary M. Burgarella, LSCA Project Director

DATE: 18 November 1977

The Massachusetts Library Trustees Association and the Massachusetts Bureau of Library Extension are pleased to provide for your use the enclosed trustees handbook entitled: Catalyst for Action. This handbook is meant to serve as a guide and to raise some of the questions which you should be asking yourself as a community representative of those now using libraries as well as those who are potential users of libraries. It is not meant to be definitive.

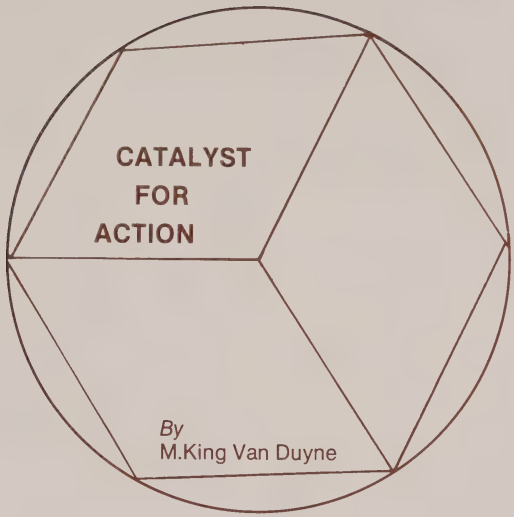
Although the planning responsibility and policy decisions for your public library are yours, there are associations and agencies available to assist you. The Massachusetts Library Trustees Association through its Annual and regional meetings, the Massachusetts Bureau of Library Extension and the Regional Public Library Systems through their consultants, workshops, newsletters and other publications, stand ready to help you. They, as well as other important resources, are listed in your handbook.

As part of its education function and in conjunction with the distribution of this handbook, the Massachusetts Library Trustees Association is planning a series of regional meetings early in 1978. You will be notified as to dates and locations. The purpose of these meetings will be to help you learn the process of developing realistic goals and objectives for your library. The trustees of your library should be represented at the meeting in your area.

This handbook was punched so that it could be placed in a ring binder as a beginning for your information file. We plan to send pertinent information to you from time to time to add to your file.

MMB/dh

TRUSTEES HANDBOOK



By
M.King Van Duyne

MASSACHUSETTS LIBRARY TRUSTEES ASSOCIATION

TRUSTEES HANDBOOK

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MASSACHUSETTS LIBRARY TRUSTEES ASSOCIATION
FUNDED BY LSCA TITLE I

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INTRODUCTION

The Massachusetts Library Trustees Association had begun planning a Handbook for the state's trustees even before the Association's survey of trustees five years ago showed the absolute necessity of speeding the publication if we were to fill our function to our members as well as to all public library trustees throughout the Commonwealth.

It may not seem that we succeeded in speeding the Handbook to your hands if it took us five years. The process has involved many steps, as well as many volunteers. First, a committee headed by Robert Grahn of Foxboro's trustees spent many months laboriously gathering information from all over the United States. For that committee's pioneering efforts all of us should be most grateful.

Next, the Bureau of Library Extension, as personified by MLTA's long-time friend and advisor Mary Burgarella, volunteered its resources in coordinating the production of the final product. To this end, Margaret Van Duyne has spent many hours and many reams of paper digesting the basic data provided to her, while adding her own special brand of vision and expertise to the final product, and while enduring the MLTA's officers' efforts to relate her talents to its members' needs.

To all of these, and to others who have contributed generously of their interest and talents, all of us owe many thanks.

However, this Introduction is not merely valedictory or thankful.

As you study this Handbook, you will see that it presupposes that each trustee in the Commonwealth of Massachusetts takes upon himself/herself a special responsibility, that of ensuring that each of our libraries and its board of trustees develops plans for the future. Without such plans, supported by trustees, and implemented by librarians, our libraries are doomed to maintain only the *status quo,* a condition which can hardly be justified today.

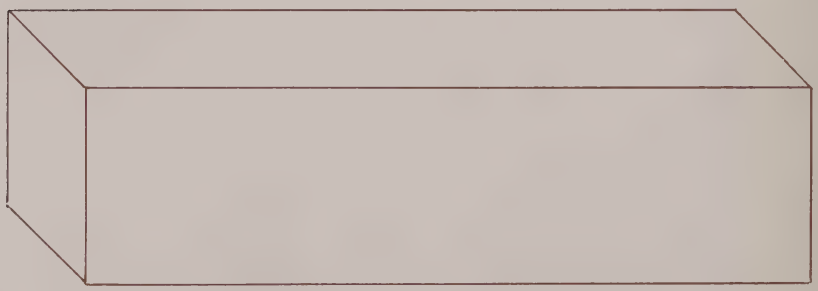
Thus, it is not merely the delays inherent in a project which involves so many people at so many levels of interest and expertise that has so long delayed publication of this Handbook. The MLTA itself has been singularly preoccupied with developing its own goals and plans for improving trustee function, and, secondarily, the quality of our libraries. One result of the MLTA Board's preoccupation has been the development of the concept that all library boards should be working towards the fulfillment of a series of stated goals. Those goals will differ among the many diverse socioeconomic situations in the cities and towns of this state, but that each should have its own appropriate goals is a goal that is, in turn, self-evident to the MLTA board.

After all, library trustees are virtually the only representatives of those who utilize our libraries, as well as of those who potentially, will yet take advantage of our library facilities. We strongly suggest that library trustees can best serve their constituents only when their needs are planned for, even if not yet met.

This Handbook outlines what the MLTA officers and directors believe, along with the Bureau of Library Extension and Ms. Van Duyne, to be an efficient and effective approach to the management of libraries throughout Massachusetts. Your constructive suggestions are welcome, and will be presented in subsequent editions, as well as in the additions to this first edition which will be issued from time to time.

J. WORTH ESTES, M.D.
President, Massachusetts Library Trustees Association

14 February 1977



Public library development in the Commonwealth of Massachusetts began over 125 years ago. Trustees are credited by many local town histories with the establishment of the community library. Their voluntary initiative in behalf of libraries created a tradition which many trustees serving today wish to emulate and enhance.

In order to attain that goal, the state's trustees sought a guide to trusteeship. The Massachusetts Library Trustees' Association (MLTA) responded to their request by appointing a committee to study national and state library association references. These sources, the Massachusetts Bureau of Library Extension, and the Association contributed to the development of this guide.

Your Trustees' handbook will help you to serve effectively and with efficiency. It will support your efforts to enhance the pattern of initiative created by your predecessors. When you take it in hand, work with it, add to it, enjoy it.

Above all, use the Trustees' Handbook as a catalyst for Action.

WELCOME TO TRUSTEESHIP

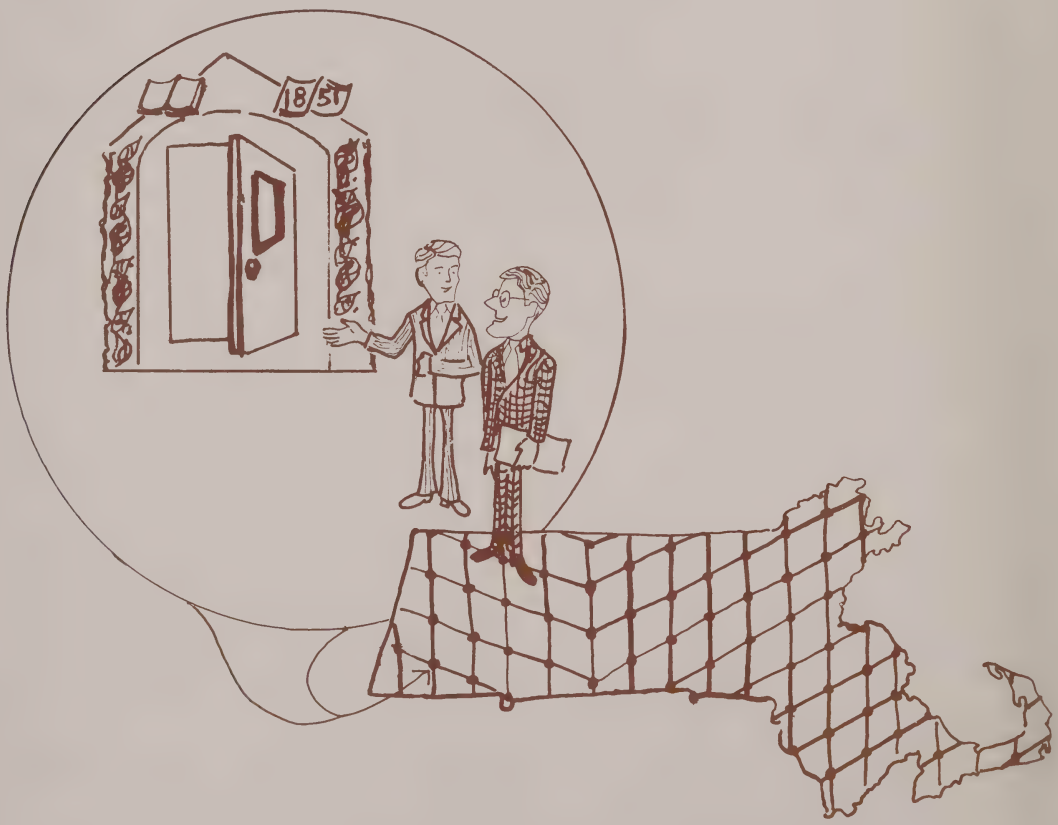
YOUR COMMUNITY'S LIBRARY

Collects and organizes information in a variety of formats. Lends material for education, recreation, survival, and enrichment throughout the year to people of all ages.

Offers information services such as: Individualized reference guidance, group library tours, and training in the use of resource materials.

Provides special programs such as: rapid reading courses, film and video festivals, lecture-demonstrations, song-fests, story-telling, craft workshops, and ethnic heritage cultural festivals.

Provides services and resources requested by patrons locally — through the state network of libraries.



Your community's library serves the needs for information of each resident with the total resources of the library system of the Commonwealth. The staff offers professional expertise in locating and using these resources.

What is the relationship of the Board of Trustees to the library? The Board of Trustees serves your community as the steward of the community's library. You, and other Board members participate as volunteer partners in association with the library's professional director in the process of guiding the library for the community.

*To guide **you** in the process, we have divided the handbook into three sections which outline:*

RESPONSIBILITIES. RELATIONSHIPS. RESOURCES FOR PUBLIC LIBRARY TRUSTEES.

YOUR BOARD AND YOU

8 RESPONSIBILITY: POLICY-MAKING

You volunteered through your election or appointment to the Board to be accountable to each resident of the community for the effectiveness of your library. You ensure and enhance the quality of library resources and staff services available within your community through the process of policy-making.

Before you and the Board review policies or develop new ones, take time to reflect on questions about the existence of libraries. A library, like any institution in a democracy, progresses most when its leaders consider the basis for its existence and its activities.

1. What is a library? What are its unique purposes in a democratic society? Does any one purpose take priority?

2. What priorities do the director and the staff have? How well are these priorities defined, programmed, and implemented?

3. What is quality service in a public library? Is the main factor of quality service the responsiveness of the staff to the needs and interests of library patrons?

4. What are "efficient" and "effective" services?

5. What are the needs for information of the people of the community? Are there groups with specialized needs? Can my community's library respond to each person's needs for information? *Does it?* How can I, as a policy-maker and representative of both users and non-users of the library, help satisfy needs for information?

6. How does the abundance of information in today's society affect the long-range plan of the library, its policies and its budget? What effect does this abundance of information have on the collection, maintenance, and sharing of the library's resources?

7. How does library service relate to administration? Does library administration affect library services? How?

8. How well are the needs of the community for information met by the regional service program?

Formalizing the Board's considerations in written statements helps the director and staff to understand and to serve the people of the community whom you represent.

THE PROCESS

Step 1: Study existing goals of the library in your community. Suggest possible realistic goals.

Step 2: Ask the director to report needs, strengths, and weaknesses in administration and services. Review his analysis and recommendations.

Step 3: Ask the director to develop a set of recommendations for library development in the next few years.

Step 4: Review these recommendations and select one or more goals.

(A goal is a statement of the ideal for which the staff should strive. The statement should be sufficiently broad to permit a range of possible interpretations. Select goals which realistically reflect present conditions and which facilitate improvements.)

Step 5: Translate each goal into a tentative long-range plan of development.

Step 6: Incorporate the director's recommendations into the plan.
*Make the plan **sequential** and **specific.***

Step 7: Translate the long-range plan of development into objectives which can be attained year by year.

(An objective is a specific attainable step or set of steps in a plan of action.)

Ask the director's guidance in designing and coordinating the objectives with the staff for subsequent consideration and consultation by the Board.

The Director's year by year plan should be presented as a schedule of step by step procedures which maintain present staff strengths while correcting weaknesses.

Step 8: Set objectives. Establish a timetable including budget, meetings for project review, and performance evaluation in order to understand problems and fiscal needs.

Adopt goals of service, plan, and objectives, with the provision that all are open to annual review and possible revision.

10 POLICY-MAKING SAMPLER: POSSIBLE GOALS, SERVICE OBJECTIVES, PLAN, PROJECTS

SOME POSSIBLE GOALS OF SERVICE

The Public Library should:

1. Serve the community as a source of reliable information.
2. Provide cultural and recreational activities through the use of films, dramatizations, heritage festivals, music, and expressions of all ages engaged in educational activities.
3. Provide reader guidance services to people of all ages engaged in educational activities.
4. Endorse (and support) the "Right to Read".
5. Endorse the "Freedom to Read".
6. Support the educational, civic and cultural activities of individuals, groups, and organizations.
7. Develop the library as a center for citizen action by providing accurate information about local, state, and national issues.
8. Develop communications with the community in a continuous process of receptivity to recommendations for improving the services of the library.

Take Sample I service goal and develop it into objectives, plans, and projects:

SERVICE GOAL: To serve the community as a source of reliable information.

SOME POSSIBLE SERVICE OBJECTIVES:

The staff will provide each patron with instruction in the use of resource materials with which he is unfamiliar.

The staff will collect and organize timely, relevant, and accurate information on local, state, and national issues, for patrons' use.

POSSIBLE PLAN OF DEVELOPMENT:

Plan 1: The staff will develop and expand the reference collection.

POSSIBLE OBJECTIVES: The staff will analyze the reference collection to locate its strengths and weaknesses. Funds will be allocated to improve weak sections.

The staff will analyze the circulation of periodicals to determine their relevance and utilization. Seldom used periodicals will be evaluated for their cost-effectiveness.

Plan 2: The staff will develop an outreach service to local schools by providing ten workshops in the use of reference books.

POSSIBLE PROJECT OBJECTIVES: The staff will use commercially developed reference training materials in each workshop.

The staff will develop, with the school library and media staff, materials which can be used for teaching reference skills in the public or school libraries, and which are appropriate to the specialized needs of local groups.

The Board's most challenging responsibility is the selection and employment of a director. This person directs the administration of the library and the implementation of its policies, plans, objectives, and services.

THE PROCESS OF SELECTION

Examine the community's need for library services. Review your Long Range Plan and your immediate annual objectives. Select your priority needs and state them in writing. Develop a job description based upon the stated priorities and include the director's functions and tasks. Seek counsel from the Regional Administrator or from the Bureau of Library Extension. Confirm the salary range and fringe benefits that you can offer.

Request a list of candidates from the Bureau of Library Extension, Simmons College, and other accredited library schools. Place advertisements in professional journals and/or newspapers.

Select candidates to be invited for interviews. Check recent laws concerning affirmative action and non-discrimination.

Arrange appointments and make clear at the outset whether the Board pays expenses of the interview.

Plan the interview in advance.

THE INTERVIEW

Share with each candidate the priorities of the Board. Discuss the candidate's points of view about library administration, priorities of library service, and community relations.

Ask the candidate how he would solve a series of hypothetical problems.

Send for references and, if possible, visit the applicant's prior place of employment. Narrow your choices.

Second interviews (if desired). Offer the chosen candidates identical problems in order to compare their approaches to solving them.

Make a selection.

Obtain final approval, if necessary, from appropriate authorities to make the candidate an offer.

Negotiate with the candidate: terms of employment, salary, starting date, probationary period, special conditions concerning duties and responsibilities. A letter of agreement offering the appointment and its terms should be sent to the candidate with a copy to be signed and returned together with a letter of acceptance.

Notify all applicants of outcome. Express appreciation for all applications.

12 RESPONSIBILITIES: PERSONNEL The Director

The process of orientation can initiate and the process of evaluation can strengthen the professional relationship which your Board has with the director.

PROCESS OF ORIENTATION

Introduce the new director to the staff, to community officials and leaders, and see that he meets the administrators of sub-regional libraries and regional system.

Provide an orientation to the new director on the history of the town and its budget, and a review of service policies and procedures presently in use in the library.

Ask a member of the staff to review service policies and procedures presently in use.

Review the staff manual with the director for his suggestions and recommendations.

At the outset, share the job description with the director to clarify your expectations of his functions and tasks. Begin at once to discuss the Board's written statement of priorities. Develop a plan of action and a timetable which the director and the Board members treat as a flexible agreement for accomplishment.

The library director is responsible for personnel management including hiring, training, and evaluating the performance of the staff. An understanding of the goals of service and the needs of the community for library services will help the director to implement your Board's policies and plans.

PROCESS OF PERFORMANCE EVALUATION

A probationary period, agreed upon during the hiring phase, is a time for the Board and the director to arrive at an understanding of working conditions and methods for implementing the goals of service.

The evaluation process, which can include discussions after three and five months, is an attempt by the Board and the director to share options for solving problems.

If the Board and the director are unsuited for each other, the Board must pursue a professional procedure for the resignation of the director. The Board should provide adequate time for the director to seek another job.

The Board of Trustees oversees the library's program of community relations.

Community relations involves a carefully planned process of informing leaders and residents in a variety of ways (including person-to-person discussions) about the assets and needs of the library. An effective program of community relations will include an active search for reactions of residents to the library's services, and responsiveness by the Board of Trustees, the director, and the staff to the needs expressed. Community relations includes some techniques drawn from the field of public relations.

COMMUNITY RELATIONS CAMPAIGNS ARE PEOPLE TO PEOPLE CAMPAIGNS

When the Board of Trustees has adopted policies, a long-range plan of goals and objectives, including any specific projects, the Board and the Director agree on a campaign of communication.

The director, staff, volunteers, such as the Friends of the Library, and in some cases, the staff member assigned to community relations, conduct the campaign.

Community relations campaigns which are well-planned might have these purposes:

- To encourage use of the library's services, resources, and programs.
- To inform people of little-known services, such as Inter-Library Loan.
- To secure strong and enthusiastic support for the library's budget, building program, or relevant legislation.
- To share with the community the careful planning and civic initiative expressed by the Board of Trustees, with the Director and the staff in developing goals and in implementing services.

Community relations campaigns draw upon demonstrably productive techniques from public relations, such as:

- Contemporary graphics.
- A sequential and continuous year-long program involving town leaders, organizations and individuals, perhaps concluding with National Library Week.

14 RESPONSIBILITIES: LEGAL

Legal responsibilities of trustees have increased as library laws have developed over the past 125 years.

LEGAL RESPONSIBILITIES OF TRUSTEES TO MUNICIPALITY

Trustees must report annually on receipts, expenditures, and property in their custody, and on unexpended funds.

Trustees are responsible for "the custody and management of library and reading room and all property owned by the town relating thereto" (Mass. Gen'l Laws, Chap. 78:7, 10, 12)

LEGAL RESPONSIBILITIES TO REGIONAL ADVISORY COUNCIL

Each Board designates the director or one trustee as its representative to the Regional Advisory Council. This representative can make suggestions and recommendations to the Council. The Council makes suggestions and recommendations to the Board of Library Commissioners. This Board is charged with the responsibility of establishing a statewide program of regional library service. (Mass. Gen'l Laws, Chap. 78:190)

LEGAL RESPONSIBILITIES TO BOARD OF LIBRARY COMMISSIONERS

Each municipality decides whether it will participate in the direct state aid program. In order to be eligible for state aid, trustees must file an annual report giving evidence of "meeting minimum standards of free public library service". These standards are adjusted according to population and relate to the following six areas specifically mentioned in the law. Each participating library must:

a. be open to all Commonwealth residents.

b. make no charge for normal library services.

c. be open a minimum number of hours per week.

d. employ a trained library worker.

e. expend a reasonable portion of its total budget for books and periodicals.

f. lend books to other libraries in the Commonwealth, and extend privileges to card-holders of other public libraries in the Commonwealth on a reciprocal basis.

***An up-to-date copy of "Minimum Standards of Free Public Library Service" can be obtained from the Bureau of Library Extension. (617) 267-9400.

RESPONSIBILITIES: FINANCIAL 15

The Board of Trustees manages the library's financial responsibilities in partnership with the library director. The Board, having agreed upon its policies, long-range plan, and annual objectives, is prepared to:

JUSTIFY the library's need for sufficient funds to implement stated goals of service, long-range plan, and annual objectives.

CONSIDER preliminary budget estimates prepared by the director and staff-before taking final action on a budget proposal for municipal officials.

DESIGN a salary schedule which is competitive with libraries of equivalent resources, funding, and community size.

PRESENT the annual budget proposal to the municipality's finance committee and other appropriate officials.

SUBMIT an operating budget proposal developed separately from the capital improvement budget.

ADMINISTER trust funds or gift accounts in accordance with the wishes of their donors for the maximum benefit of the library and its community.

ARRANGE agreements or contracts with institutions and individuals who provide services, equipment, or materials to the library. (Mass. General Laws: Chap. 78, Sec.11)

RESPONSIBILITIES CHECKLIST

Use this checklist to assess and evaluate your fullfillment of responsibilities as a Board:

YES	NO	
		AS A BOARD, WE INFORM:
		1. the director and the staff of our community's needs.
		2. the community of the library's accomplishments and needs.
		3. the Regional Advisory Council of needs of our local library within the system.
		4. state and national legislators of local, state, and national needs of libraries and information systems.
		AS A BOARD, WE FORMULATE:
		1. long range plans with goals of service.
		2. annual objectives for implementing goals and plans.
		3. policies concerning services, programs, and personnel.
		AS A BOARD, WE SECURE:
		1. adequate funding for resources, services, and programs.
		2. maximum benefit from funds given in trust.
		AS A BOARD, WE DELEGATE:
		1. administration of daily operations of library to a qualified director and staff.
		2. development of policies and procedures concerning daily operations to the director. After the director has developed these with the staff, the Board discusses, revises, and/or accepts them.

	YES	NO
AS A BOARD, WE EVALUATE:		
1. the performance of the library director as measured in relationship to a carefully designed and mutually agreed upon job description.		
2. results of library programs as measured in relationship to our long-range plan and annual objectives.		
3. benefits to patrons of each library program in relationship to its cost.		
4. the long range plan of library services - its problems of practical implementation, its schedule for accomplishment, its need for revision and its possibilities.		
AS A BOARD, WE FACILITATE:		
1. cooperation among school and public libraries within the community, among libraries of neighboring municipalities, and within the regional library system.		
2. development of innovative services.		
AS A BOARD, WE IMPROVE:		
1. the process of developing policies and long-range plans.		
2. the "professional" skills of our members in serving as stewards of our library for our community.		
3. the effectiveness of Board performance in fulfilling our responsibilities.		

When you and your Board can answer yes to each statement in the checklist, you will enhance the pattern of trustees' service to the community - and you will insure excellence of service for your community's library.

By-laws establish the formal operating procedures of the Board. They should be reviewed annually and amended if necessary. In general, public library trustee board by-laws can help to:

a. Orient new trustees and directors.

b. Save the trustees' time and energy by providing a concise statement of current rules of operation.

c. Provide reference for community residents and officials, and others concerning the rules and regulations governing your library.

d. Clarify municipal and state laws and their relationship to the Board.

AN OUTLINE FOR MODEL BY-LAWS

ARTICLE I:
corporate body? cite city and state laws
state number of members on Board
state method of election/appointment
state limitations on term of service
state method of replacing a member
state term of office

ARTICLE II:
place and time of regular meetings
open to the public: required by law (Chap. 39, Sec. 23A)
requirements for quorum
voting rights of president
adoption of Robert's Rules of Order
annual election of officers - when, where?
circumstances requiring special meetings?

ARTICLE III:
duties of officers
duties of committees
duties of individual trustees

ARTICLE IV:
responsibilities and relationships of director
(Place job description in Staff Manual.)

ARTICLE V:
method of adoption or amendment of by-laws.

ARTICLE VI:
order of business for a regular meeting.

Regular meetings of public library Boards of Trustees are held monthly. Parliamentary procedures will facilitate compliance with the law on open meetings.

Each month, the library director should report on:

1. Library services for the previous month.
2. Current financial status: monies spent, monies committed, and available balance for each line item.

The Board should consider and discuss, on a regular basis (although not necessarily monthly):

1. Goals.
2. Staff concerns.
3. Long Range plan/Objectives.

OUTLINE FOR A MODEL AGENDA OF A REGULAR MONTHLY MEETING.

1. Monthly service accomplishments, expenditures, administrative activities.
2. Committee reports: old and new business.
3. Annual budget preparation: Begin 4 to 6 months before budget is due. Review pay scales and job descriptions which include functions and tasks. Discuss preliminary budget prepared by the director. Accept, adopt, and prepare proposed budget for presentation to Finance Committee.
4. Study, review, revise, and/or adopt policies. Study national library and information services and relate these to local system services. Propose, discuss and adopt policies and plans.
5. Reports on Regional Public Library System services, when appropriate.
6. Reports on state and national legislation.
   Reports of tours or meetings with library professionals elsewhere.
7. In addition, the director will present the previous months bills to be approved for payment.

A staff manual is vital in strengthening the Board's relationship with the library staff. The staff manual can provide:

1. Employee orientation
2. Efficient management.
3. Expression of trustee's concern for employee well-being.

This manual should include your municipality's "Personnel By-Laws" and the specific working conditions applicable to the library.

OUTLINE OF CONTENTS FOR A MODEL STAFF MANUAL

Goals of service to the community.
Annual reports.

Operating budget. Alternative sources of funding.

Job classifications and detailed job descriptions.
Salary schedules.
Holidays, vacations, sick leave, overtime regulations.
Court leave, substitution, tenure, promotion, and replacement regulations.

Conditions of probationary employment.
Procedures for termination and pay.
Regulations for resignation.
Rights of hearing.

Hours of work and rest periods.
Physical examination requirements.
Health and compensation insurance.
Retirement benefits including available options.
Benefits and vacation regulations for part-time employees.
Payment of education expenses.

Policy concerning affirmative action, equal employment opportunity, and security of employment plans.

Trustees need reliable information presented efficiently so that sufficient time is available for careful analysis, study, evaluation, and decision-making. An adequate Trustees' Information File is basic for service. Every library should have a shelf of resources which can help you to carry out your responsibilities and to understand your relationships.

OUTLINE FOR A MODEL TRUSTEES' INFORMATION FILE

Massachusetts library laws and minimum standards of service
List of local library services, resources, and programs
State and regional services and programs
Town communication channels: telephone numbers
Legal duties to municipality, and state
By-Laws for Board of Trustees
History of local library
Index to minutes of Board of Trustees with File of minutes of past year
Annual library statistics - prepare 5 to 10 year comparison using annual reports. This compilation helps when making budget presentations.
Municipal tax rate (plus tax rates in surrounding communities.)
Real (or assessed) value of property.
Latest municipal statistics - population - growth or decline (5 to 10 year table.)
Demographic information: general make-up of community: age, educational level, occupations, national origins, groups: number and kind.
Value of library property. List of insurance: building, property, liability.
Trust funds - list and conditions of gifts.
Town and library operations budgets (5 to 10 years set).
List and location of alternate funding sources: local, state, and federal.
National guidelines for services: (Public Library Association, ALA)
Pending library legislation - national and state.
Regional system policies and regulations.
Goals of service. Long Range Development Plans. Policies for daily operations. Personnel policies and practices. Pay scales. Per capita annual costs of library service. Out-reach services. Advisory and reference services. Information services which library extends to community organizations.
Report on stage of development of cooperative services between the public library and the school system.

(Obtain local data from your town or city hall. Obtain information on pending or existing legislation from the Massachusetts Bureau of Library Extension. Your director can obtain demographic information about your town from the State House.)

ORIENTATION

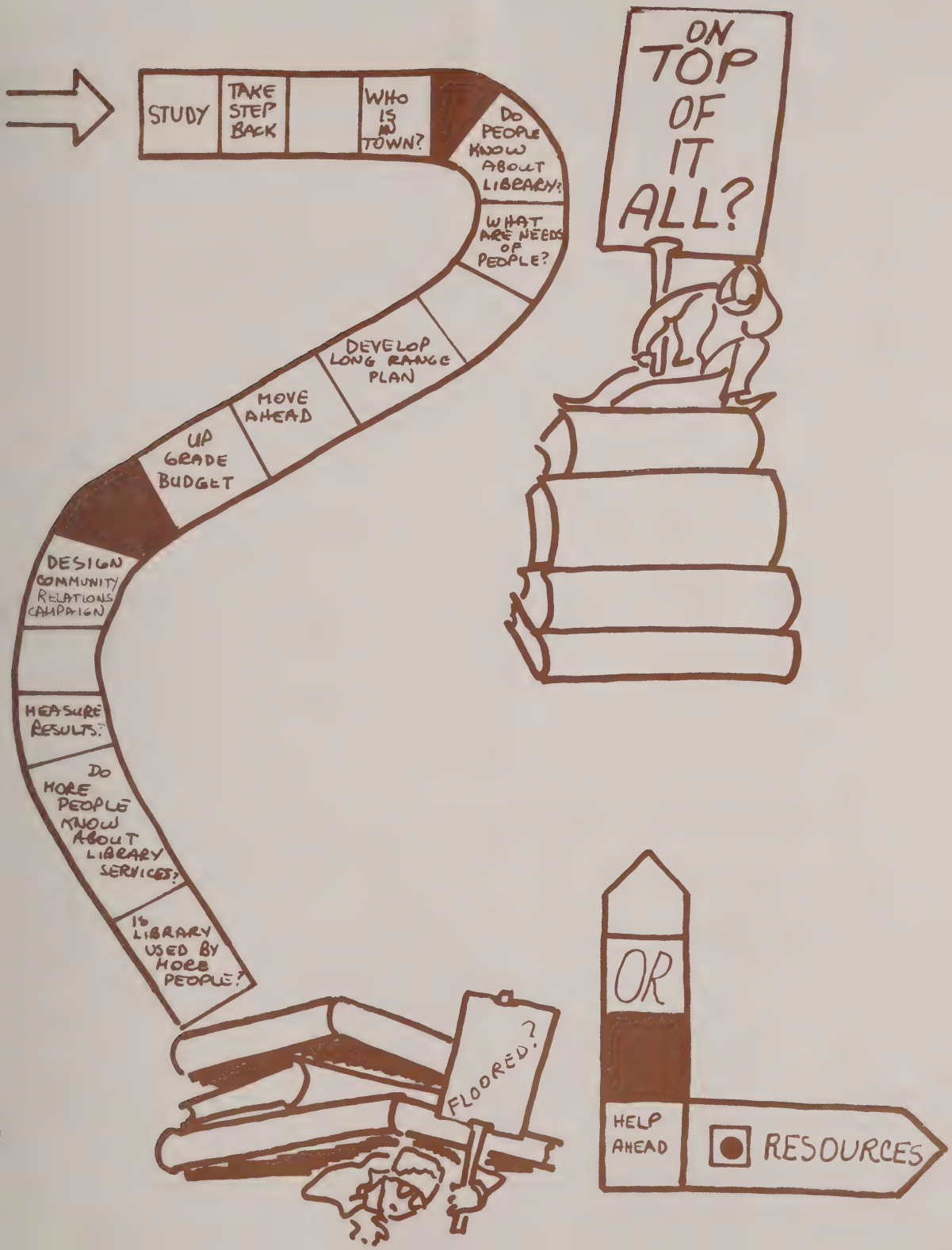
Orientation sessions for newly elected or appointed trustees increase the competence of Board members and the Board as a whole group. The current Board can help the new trustee to:

1. Meet the library staff to learn about the administration and services of the library.
2. Understand their responsibilities and relationships to and with municipal officials, the Regional System, the state's library and education agencies, and your community's residents.
3. Understand the relationship of library resources, services, and programs to the needs and interests of your community.
4. Relate state and national recommendations for library development to existing services and resources as well as to the planning for future services.

IN-SERVICE TRAINING

Maximally effective trustees will, on their own or from other trustees:

1. develop their skills in policy-making, budgeting, and representing community needs to the director and the staff;
2. increase their competence with the assistance of professional librarians and resources at the Regional System offices and the Massachusetts Bureau of Library Extension;
3. participate in state and regional trustee association meetings;
4. study their libraries' files of information and resources concerning libraries, trustees, information science, and the community;
5. be well-prepared with information from local officials.


STUDY
TAKE STEP BACK
WHO IS IN TOWN?
DO PEOPLE KNOW ABOUT LIBRARY?
WHAT ARE NEEDS OF PEOPLE?
DEVELOP LONG RANGE PLAN
MOVE AHEAD
UP GRADE BUDGET
DESIGN COMMUNITY RELATIONS CAMPAIGN
MEASURE RESULTS?
DO MORE PEOPLE KNOW ABOUT LIBRARY SERVICES?
IS LIBRARY USED BY MORE PEOPLE?
ON TOP OF IT ALL?
FLOORED?
OR
HELP AHEAD
RESOURCES

REGIONAL PUBLIC LIBRARY SYSTEMS

HISTORY: A regional system of public libraries was established by the Board of Library Commissioners under legislation enacted in 1960. The three regional systems are supported by state funds and supplemented with federal funds. Each region has an advisory council of which your director or one of your Board is a member.

SERVICES

1. INTER-LIBRARY LOAN: requests for materials not available in your library are filled.
2. FILMS
3. REFERENCE AND TELEPHONE INFORMATION
4. ADVISORY SERVICES
5. BOOKMOBILE DELIVERIES: to communities of under 25,000 population.
6. DELIVERY SERVICE: books, films, supplies

EASTERN REGION - BOSTON HEADQUARTERS - (617) 536-4010

SUB-REGIONAL LIBRARIES:	BOSTON PUBLIC LIBRARY		536-5400
	ANDOVER, MEMORIAL HALL PUBLIC		475-6960
	LOWELL CITY	x300	454-8821
	WELLESLEY FREE		235-1610
	QUINCY, THOMAS CRANE PUBLIC		471-2400
	TAUNTON PUBLIC		823-3570
	NEW BEDFORD PUBLIC		999-6291
	FALMOUTH PUBLIC		548-0280

201 local libraries

CENTRAL REGION - WORCESTER HEADQUARTERS - (617) 752-3751

SUB-REGIONAL LIBRARIES:	WORCESTER FREE PUBLIC	752-3751
	FITCHBURG PUBLIC	343-3096

68 local libraries

WESTERN REGION - SPRINGFIELD HEADQUARTERS — (413) 732-3115

SUB-REGIONAL LIBRARIES:	SPRINGFIELD LIBRARY ASSN.	739-3871
	NORTHAMPTON, FORBES	584-8399
	PITTSFIELD, BERKSHIRE ATHENAEUM	442-1559
	GREENFIELD PUBLIC	772-6305

101 local libraries

The Massachusetts Board of Library Commissioners, established by law in 1890, was the first state library board in the United States. The Board consists of five residents of the Commonwealth appointed for staggered five year terms. Each serves without compensation. The Board appoints the Director of the Bureau of Library Extension.

The Board of Library Commissioners, through its administrative agency, the Bureau of Library Extension:

1. Encourages the development and extension of library services.
2. Administers for the Commonwealth: state, federal, and private funds for the promotion, improvement, and extension of library services.
3. Provides consultative and advisory services to trustees, librarians, and public officials.
4. Enters contractual agreements to provide improved library services.
5. Systematizes and plans for the establishment and maintenance of a cooperative network of libraries at local, regional, state, and interstate levels for the effective coordination of the resources of public, school, academic, and special libraries, and information centers.
6. Administers legislation providing for the certification of librarians as authorized by Chapter 78, Sections 22-31 of the General Laws.
7. Maintains a placement referral service with an active registration file of position openings in libraries in Massachusetts and of persons interested in seeking library positions.

The Bureau of Library Extension serves as the state's administrative agency for the development of libraries. The Bureau, guided by the Board of Library Commissioners, offers advisory services and resources free of charge to librarians, media specialists, trustees, and Friends of the Library. It lends books and materials on trusteeship, information science, public library development, administration, and other subjects which affect the setting of goals and the design of long range plans for libraries.

The Bureau initiates, promotes, supports, and implements the development, maintenance, and coordination of public, school, academic, and specialized library facilities and services throughout Massachusetts.

The Bureau can:

1. answer inquiries about policies, practices, and programs of libraries in general, and Massachusetts libraries specifically.
2. provide information about potential sources of supplemental funding.
3. inform trustees of pending legislation relating to libraries.
4. lend supplemental collections of books relating to libraries.
5. provide statistical data and annual reports on library services in institutional, school, and public libraries throughout the state.
6. counsel librarians and trustees on policy development for libraries of various sizes and can share examples.
7. consult with trustees concerning goals of service, plans of long-range development, and the process of creating them.
8. provide recruitment advisory service to Boards seeking new staff members.
9. furnish information on the certification of librarians. The Bureau holds certification examinations at least annually.

OBJECTIVES OF MLTA:

1. To promote closer relations between and among libraries and those people interested in them.
2. To extend and improve public library services, facilities, resources, and cooperation.
3. To promote the continuing education of trustees.

COOPERATION

MLTA maintains liaison with organizations and agencies with similar goals and sends representatives to their executive boards or state-wide committee meetings. These groups include:

Massachusetts Library Association
Massachusetts Regional Public Library System
Massachusetts Bureau of Library Extension
Massachusetts Board of Library Commissioners
American Library Trustees' Association

SURVEY

MLTA conducted a survey in 1972 which prompted the association to:

1. Expand the Board of Directors in order to increase Association effectiveness among public library trustees.
2. Plan for additional workshops for trustees in the sub-regions.
3. Develop this handbook.
4. Establish a mechanism for advising trustees concerning their problems at sub-regional and MLTA annual meetings, as well as upon request during the year. Illustrative problems include: vandalism, discipline, book selection, publicity for community relations, Sunday openings, domineering librarians and/or trustees, Friends of the Library, and development of goals and policies.

SAMPLE TOPICS AT MLTA ANNUAL MEETINGS:

1. Personnel
2. "Getting the Most for Your Tax Dollar."
3. "Cooperation Among Schools and Public Libraries."
4. "Trustee Involvement in Politics and Legislation."

MLTA is most active in promoting legislation relevant to libraries of Massachusetts, and seeks the members' help in filling this most important function.

MASSACHUSETTS LIBRARY ASSOCIATION (MLA)

HISTORY:

MLA grew out of the Massachusetts Library Club organized in 1890. Trustees may be members of MLA, an organization composed primarily of librarians.

PURPOSES:

1. to insure that every person in the Commonwealth has reasonable access to library resources and services of the widest scope and the highest quality through academic, institutional, special, public, school and other library and media centers;
2. to uphold the rights and to promote the responsibilities, and to encourage the professional development of the Commonwealth's librarians and media specialists.
3. to safeguard the rights of library users, libraries, and librarians in matters touching upon intellectual freedom and censorship in accordance with the First Amendment to the Constitution of the United States and the Library Bill of Rights.

NEW ENGLAND LIBRARY TRUSTEES ASSOCIATION (NELTA)

HISTORY:

NELTA was organized in 1974 to promote better library service for the people of New England.

OBJECTIVES:

1. to initiate, plan, and support regional activities.
2. to strengthen the six state trustees' association.
3. to serve as a channel for information and for indoctrination of trustees.
4. to cooperate with regional and national agencies with related interests.
5. to seek better legislation for libraries on both state and federal levels.
6. to stimulate the development of appropriate library surveys, studies and research in the New England region.

NEW ENGLAND LIBRARY ASSOCIATION (NELA)

OBJECTIVES:

1. to initiate, plan, and support regional activities.
2. to cooperate with regional and national agencies.
3. to stimulate library related research in the region.

AMERICAN LIBRARY ASSOCIATION

50 Huron Street, Chicago, Illinois 60611

DUES: Individual/Institutional

HISTORY: Founded in 1876, ALA is the oldest national library association in the world. Its total membership of 30,000 is composed of librarians, publishers, trustees, business firms, and friends of libraries. The MLA is this state's chapter of the ALA.

PURPOSES:

1. to promote quality library services for all.
2. to improve all types of libraries.
3. to coordinate resources for research.
4. to improve professional library standards.
5. to encourage freedom of access to information without fear of censorship.

DIVISIONS: ALA has two membership divisions based on:

a. type of library
b. type of activity.

Two of these directly serve trustees:
American Library Trustees Association (ALTA)
Public Library Association (PLA)

ALTA, c/o ALA, 50 East Huron Street, Chicago, Illinois, 60611

ALTA can help your Board of Trustees by:

1. assisting in the orientation and education of new trustees.1
2. providing information on trusteeship.
3. conducting state workshops.
4. informing elected and appointed officials at all levels of past services and of future needs of public libraries.

PLA, c/o ALA, 50 East Huron Street, Chicago, Illinois, 60611

PLA has two goals:

1. improvement and expansion of public library service to users of all ages and in all types of communities.
2. increased professional awareness of social responsibilities of the library to the public.

HISTORY: The first friends of a public library was formed in Glen Ellyn, Illinois in 1922. Similar informal and formal groups have existed in America since 1731. Friends' organizations vary in nature, ranging from formal incorporated organizations to informal groups. Trustees can serve their libraries and communities by stimulating the formation of a Friends of the Library or by strengthening existing Friends' organizations.

GOALS:

1. to stimulate the community's awareness of resources, services, and programs of the library.
2. to focus attention on the contributions made by the library's resources and services to the quality of life in the community, the state, and the nation.
3. to promote understanding among the community's residents of the needs of the library.

OBJECTIVES:

1. to educate groups and organizations in the community concerning local library services and needs.
2. to sponsor volunteer services and related library/cultural programs.
3. to know the purposes, goals, and objectives of the community's library.
4. to campaign for financial support of the library.

EFFECTIVE RELATIONS: Although Friends are independent of Boards of Trustees and library staffs, the three groups must work cooperatively. Friends funds are kept separately from library funds, but they should be handled with established accounting procedures.

NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

This permanent and independent agency was established in 1970 by Congress.

GOALS:

1. to direct efforts to meet needs of all users.
2. to work toward equal access - believing that national equality of access to information is as important as equality in education.

RESPONSIBILITIES: to study the information needs of users, and the adequacies and deficiencies in present systems; to apply new technologies to users' information problems.

Selected Readings: All titles are available for loan from the Massachusetts Bureau of Library Extension.

The Library Trustee - A Practical Guidebook. Virginia Young, R.R. Bowker, 1969.

A Handbook for Library Trustees. M.M. Winser, R. R. Bowker, 1959.

Studying the Community. American Library Association, 1960.

Public Library Trustee. A. E. Prentice, Scarecrow Press, 1973.

Public Library Policies - General and Specific. R. M. White and E. A. Ferguson, Eds. A.L.A., 1970.

Measuring the Quality of Library Service. M. G. F. Beeler and others, Scarecrow Press, 1974.

The Small Public Library: A Series of Guides, A.L.A., Small Libraries Project, 1962-1970.

Libraries for Today and Tomorrow. V. H. Mathews, Doubleday, 1976.

The Library Reaches Out. Caplan and Castagna, Eds. Oceana, 1965.

Information for the Community. Kochen and Donahue, A.L.A., 1976.

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PARTIAL GRISWOLD GENEALOGY

Major Joseph Griswold arrived in Buckland, Mass. in 1800 from Litchfield, Conn. This family originally immigrated from England.

Joseph (founder of Griswold Mfg. Co.) was 4th of 14 children of Major Griswold and he married Louisa Denison (a pupil) of Stonington, Conn. 11/23/1828. He was born 3/9/1806 and died 10/23/1883 age 77. She died 1879. This Joseph had 12 children, only 6 of whom lived to maturity.

These were:

Ethan D. born 3/11/1831 married 1852, had 1 child Frank D. (who was later in G.M.Co. business). Ethan's wife died--he remarried but no more children. His association with the business was in the New York office. He died 1910.

Joseph (donor of library) was born 7/9/1840 and married Fanny Cottrell of Mystic, Conn. in 1865. No children and died 1916.

Lorenzo was born 1/5/1847 and married Elizabeth Shaw in 1869. 2 of 5 children survived. Lorenzo (Reno) born 1885 and Vivian (Mrs. Frank Williams). The elder Lorenzo died 1926 and Vivian died 1952.

Wayne was a literary person and not connected with G.M. Co.

Maria Louise was born 12/2/1835 and married A.C. Deane. Her son, James Deane was superintentent at G.M. Co. many years.

Myra was born 11/20/1848 and married W. W. Ballard of Ohio. Her son was J. W. Ballard who was connected with G.M. Co. for some years --until 1934 or 1935. He was also an early trustee of the library.

Whiting was born 4/17/1839 and died 9/4/1844 as a result ~~of a painting in the mill~~ of canker rash.

Re: Painting of children in swing at library (Joseph & Whiting) had to be painted between 4/17/1844 and 9/4/1844 as Whiting died on that later date. That would have made Joseph 4 yrs. old and Whiting 5 as per vital records. To narrow it down a little more, Joseph wouldn't have been 4 yrs. old until 7/9 of that year.

Confusion reigned in searching records as there was an earlier son Joseph Whiting who drowned in mill raceway in 1835 and was found by his father. Another infant son had died the same year. Two other sons were born after this--1 named Joseph and the other Whiting.

GRISWOLD MEMORIAL LIBRARY

The Griswold Memorial Library was given to the town of Colrain by Joseph Griswold of Greenfield in memory of his parents, Mr. and Mrs. Joseph Griswold, Sr. The Griswolds operated cotton mills in town for many years.

The building was built in 1908 of Roman brick and Indiana limestone by Robert E. Fray & Co. of Greenfield from plans drawn by McLean and Wright of Boston, well known architects of that time. It is 60 by 30 feet with a dignified and imposing facade. Over the entrance is the inscription "Griswold Memorial Library" in cameo, with handsome carving and the sculpture of an open book. Entrance is through a rotunda surmounting a series of granite steps, with columns of Ionic architecture.

The dome is supported by eight oak pillars and is surmounted by a window having a colored glass reproduction of the seal of the ancient Town of Coleraine, Ireland. The local town was named for this town, the former home of the Scotch-Irish settlers.

The attractive interior has many paintings on the walls, oil portraits of the elder Griswold done by Fannie Griswold, wife of the donor, a portrait of Mrs. Griswold by Augustus Vincent Tack; portraits of Mr. and Mrs. Griswold and her sister, Miss Cottrell. A painting of the Griswold boys by Joseph Goodhue Chandler is of special value today. These paintings are to remain on the library walls, as specified in the gift to the town.

All the woodwork is fine quartered oak. The cost of the library was about $50,000. It was planned that the railroad bonds given with the library would make it self supporting, but with changing times it is now supported mainly by the town.

Griswold Memorial Library

The new library was dedicated Sept. 11, 1908 with a big celebration in town. The main address was by Rev. Charles W. Merriam of Greenfield.

Mrs. Katherine Cram, wife of Dr. John Cram, was the first librarian, serving nine years. Miss Bertha Read was the next librarian and served for forty years. After her death, her sister, Miss Jennie Read, acted as librarian, followed by Mrs. Gloria Pike. Mrs. Louise O'Brien has been librarian since 1966.

In this Bicentennial year, 1976, the library has been repainted inside, the floors have been refinished, and an attractive carpet has been laid in the children's room. A new parking lot behind the library was constructed recently for the convenience of patrons; and flower boxes add to the appearance in summer.

BY-LAWS

GRISWOLD MEMORIAL LIBRARY

COLRAIN, MASS.

ARTICLE I - Officers

Section 1. There shall be six Trustees. The officers shall be a chairman, a secretary, and a treasurer, each to be elected annually by the Trustees from their own number.

Section 2. The chairman of the board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally perform the duties of a presiding officer.

Section 3. The secretary of the board shall keep a true and accurate account of all proceedings of board meetings; shall issue notices of all regular meetings, and on authorization of the chairman, of all special meetings; shall have custody of the minutes and other records of the board; shall notify the appointing body of any vacancies on the board.

Section 4. The treasurer shall keep accurate accounts of all receipts and expenditures of such monies as may be entrusted to his care; shall sign checks on the account on the authorization of the board, and shall report at each meeting the state of the funds. The treasurer shall be bonded according to law.

ARTICLE II - Meetings

Section 1. The Board of Trustees shall hold monthly meetings in the library, except during the months of July and August. The date and time of the meetings shall be determined annually by the Board. A quorum for the transaction of business shall consist of four members of the Board. See amendment 1.

Section 2. The annual meeting of the Board of Trustees shall be held during the month of February, after town elections.

Section 3. Special meetings may be called by the chairman, or upon written request of two members for the transaction of business stated in the call for meeting.

Section 4. Notices of all meetings shall be mailed or telephoned by the secretary to all members of the Board a few days before each meeting.

ARTICLE III - Committees

Section 1. All committees, both standing and special, shall be appointed by the chairman, with the approval of the Board.

Section 2. The standing committees of the Board of Trustees shall be a committee on buildings and grounds, and a finance committee.

Section 3. The committee on buildings and grounds shall have general care of the library building and furnishings of the library, and of the grounds, also janitor services, and such details as the Board of Trustees shall entrust to it. The amount of expenditures of the building committee to be determined by the Board.

ARTICLE III - Committees (cont.)

Section 4. The finance committee, with the cooperation of the librarian, shall annually draw up a budget to meet the needs and overall operation of the library.

Section 5. The special committees shall consist of a book committee, and other committees for the study and investigation of special problems, to be appointed by the chairman, with the approval of the Board. These committees shall serve until the completion of the work for which they were appointed.

Section 6. The book committee shall consist of the librarian and an indefinite number of citizens of the community who are qualified in the reviewing and selection of books and magazines for the library.

Section 7. The chairman of the Board of Trustees shall be ex-officio member of all committees.

ARTICLE IV - Librarian

Section 1. The librarian shall be appointed for an indefinite period of service by the Board of Trustees. In case of removal from office, the librarian shall be entitled to a written notice of not less than thirty days. In case of resignation of the librarian, the trustees shall be entitled to the same notice.

Section 2. The librarian shall, under the Board of Trustees, have general charge, management and control of the library, and all persons employed therein; and with the approval of the trustees appoint and dismiss all employees of the library excepting the janitor.

Section 3. The librarian shall pay monies received as fines, damaged books, etc., to the treasurer of the Board periodically, as determined by the treasurer and the State Auditor.

Section 4. The librarian shall submit an annual report in writing as of December 31, to the Town of Colrain, and to the Board of Trustees, showing fully the operation of the library.

Section 5. The librarian shall attend all Board meetings except those at which his appointment or salary is to be discussed.

ARTICLE V - Order of Business

Section 1. The order of business at the regular meetings shall be as follows:

Minutes of the last meeting
Treasurer's report and approval of bills
Report of the librarian
Reports of Committees
Old business
New business
Adjournment

ARTICLE VI - Amendments

Section 1. These by-laws may be amended at any regular meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the meeting.

AMENDMENT I

To strike out ARTICLE II, Section 1, the sentence "A quorum for the transaction of business shall consist of four members of the Board" to read: A quorum for the transaction of business shall consist of three members of the Board, until such time as there are six active members.

AMENDMENT II

[illegible]

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ARTICLE IV - Librarian (cont.)

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Janitorial Duties

Griswold Memorial Library

1977

All floors, including vestibule and bathroom, cleaned once a week.

Tables & Chairs (including table bottoms and chair rungs) dusted once a week.

Weekly dusting of the desk and tops of bookcases --- moving things that may be on them. Also any edges of shelves.

Windowsills dusted at least once a month. Also light fixtures in the reading room.

High spots--Columns in rotunda dusted at tops twice a year. Bottoms weekly.

Pictures dusted often.

Glass panels in swinging doors washed when dirty.

Vacuum registers and cold air returns.

Seats under the windows dusted weekly. Moving items that may be on them.

National
Acme

Union National C
Lake, MA 0104

67 - 900

Prime Pressboard